

INTRODUCTION TO THE REGISTERS



*A Manual for Members of the Virginia
Board of Historic Resources and
the State Review Board—2022*

Prepared by Lena McDonald, DHR National/State Register Historian

Thank you

for volunteering your time and expertise to serve on the Board of Historic Resources or the State Review Board. The Department of Historic Resources is grateful for your willingness to give your time and energy to Virginia's Historic Registers program.

As a Board member, you are part of a nationwide effort that has gone on for more than 50 years to document the places, people, and events that have shaped our nation's cultural heritage. The Virginia General Assembly created the Virginia Landmarks Register in 1965. The Board of Historic Resources approves nominations for listing in the VLR. The U.S. Congress created the National Register of Historic Places in 1966. The State Review Board approves nominations for proceeding to listing in the National Register.

We at DHR hope that you will enjoy your time on the Board and we stand ready to assist you in fulfilling your responsibilities.

Julie V. Langan
Director and State Historic Preservation Officer



Integrity of Feeling: The front porch of the Mother Maybelle Carter House (084-0015). Left

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PART 1

INTRODUCTION TO THE REGISTERS

The Department of Historic Resources has two appointed citizen boards, the State Review Board and the Virginia Board of Historic Resources. The State Review Board—appointed by the agency’s director—consists of professionals representing the fields most relevant to the functioning of DHR. State board members include archaeologists, architects, historians, architectural historians, and preservationists. The Virginia Board of Historic Resources—appointed by the Governor—consists of citizens of the Commonwealth with an interest in and commitment to historic preservation. The State Review Board and Virginia Board of Historic Resources meet jointly each quarter of the year, usually the third Thursday in March, June, September and December.

WHAT DOES EACH BOARD DO?

Both boards consider completed nominations to the Virginia Landmarks Register (VLR) and the National Register of Historic Places. Nominations are made first to the VLR, and, once listed there, are forwarded for consideration for listing in the National Register. (The same nomination form is used for both the state and national registers.)

During the boards’ joint quarterly meeting, the Board of Historic Resources votes on whether a nomination has made a case for listing in the Virginia Landmarks Register. If the board votes to accept the nomination, it is officially listed in the VLR at the completion of voting.

While the State Review Board does not vote to officially accept or reject nominations at the state level, it does vote on recommending to DHR’s director if a nomination should be forwarded to the National Park Service (which oversees the National Register program) for federal listing in the National Register of Historic Places. If the State Review Board so recommends a resource for forwarding to the NPS, the nomination is reviewed by the agency’s director, and is typically sent to the Keeper of the National Register within 60 days. The Keeper’s Office has a 45-day review period after which it either accepts or rejects a nomination for listing.

The Virginia Board of Historic Resources is also authorized by statute to approve new (or revised) state historical markers. Additionally, the VBHR is authorized by statute to hold easements to protect historic resources throughout the Commonwealth. DHR staff administers those easements on behalf of the VBHR. During quarterly meetings, the VBHR considers for approval new historical marker texts and easement donations

WHAT IS THE STATE REVIEW BOARD’S ROLE IN THE NATIONAL REGISTER EVALUATION PROCESS?

During the National Register evaluation process, the SRB takes into consideration the recommendations of DHR’s National Register Evaluation Committee, which meets twice monthly throughout the year. The property’s resources and history are summarized in a Preliminary Information Form (PIF) and PIFs are summarized and compiled for Board members to review in advance of each board meeting. The PIFs and committee evaluations are considered at each quarterly meeting by the SRB. Typically during a meeting, the SRB considers completed National Register nominations in the morning session, and PIFs in the afternoon.

The board’s approval of a PIF signals to an applicant that he or she may prepare a National Register nomination. After a formal nomination form is prepared, it is submitted to the appropriate regional office for review. Although most nominations are preceded by a PIF and evaluation, this is an optional step. From time to time, a nomination is submitted to DHR without a preceding PIF; in such cases, DHR processes the nomination as state and federal regulations require.

THE REGISTERS—WHAT ARE THEY?

The registers are Virginia's and the Nation's official list of historic properties. The Virginia Landmarks Register (VLR) was created by the Virginia General Assembly in 1965. The National Register of Historic Places (NRHP) was created by the U.S. Congress with passage of the National Historic Preservation Act of 1966. Properties are individually listed or part of a historic district – both types of listing are treated the same under state and federal laws and regulations.

NATIONAL REGISTER OF HISTORIC PLACES

The NRHP is the nation's official list of buildings, structures, sites, objects and districts that embody the "historical and cultural foundations of the nation."

It is maintained by the National Park Service and includes places of local, state, and national significance.

Properties may not be listed in the NRHP over the objections of a majority of private property owners; a majority is 50% plus 1 (i.e., 6 out of 10 owners).

THE VIRGINIA LANDMARKS REGISTER

The VLR is the Commonwealth's official list of places of historic, architectural, archaeological or cultural significance that are worthy of preservation.

It is maintained by the Department of Historic Resources and was designed to educate the public about the significance of the designated resource.

The VLR uses the same criteria, nomination process, and nomination form as the National Register.

As with the National Register, properties may not be listed in the VLR over the objections of a majority of private property owners; a majority is 50% plus 1 (i.e., 6 out of 10 owners).



A "resource" refers to one of five property types:

Building,
Site,
Structure,
Object, or
District

The Old Manassas Water Tower (155-0141) is an excellent example of a structure recently listed in the VLR and nominated to the NRHP.



Werowocomoco (036-5049) is the only site in Virginia where the three legendary figures of paramount chief Powhatan, Captain John Smith, and Pocahontas crossed paths.

WHAT STATE AND NATIONAL REGISTER DESIGNATION DOES

- Register listing is honorary in nature.
- Listing officially recognizes the historic significance of a place, building, site, or area.
- Listing encourages but does not require preservation.
- Listing can protect properties from potentially harmful federally- or state-funded activities or mitigate the adverse effects.
- Listing qualifies an owner for voluntary state and federal rehabilitation tax credit application programs and DHR's easement program.

WHAT STATE AND NATIONAL REGISTER DESIGNATION DOES NOT DO

- Listing does not prevent an owner from renovating or demolishing buildings.
- Listing does not require an owner to restore or renovate property.
- Listing does not restrict an owner's use of the property.
- Listing does not affect property values or taxes.
- Listing does not regulate local governments or require creation of a local historic preservation program.

WHAT IS THE DEPARTMENT OF HISTORIC RESOURCES?

DHR is Virginia's State Historic Preservation Office (SHPO).

The agency manages the Virginia Landmarks Register program on behalf of the Commonwealth. It manages the National Register of Historic Places program in Virginia in cooperation with the National Park Service.

DHR works with the Virginia Board of Historic Resources and the State Review Board in the administration of the registers.

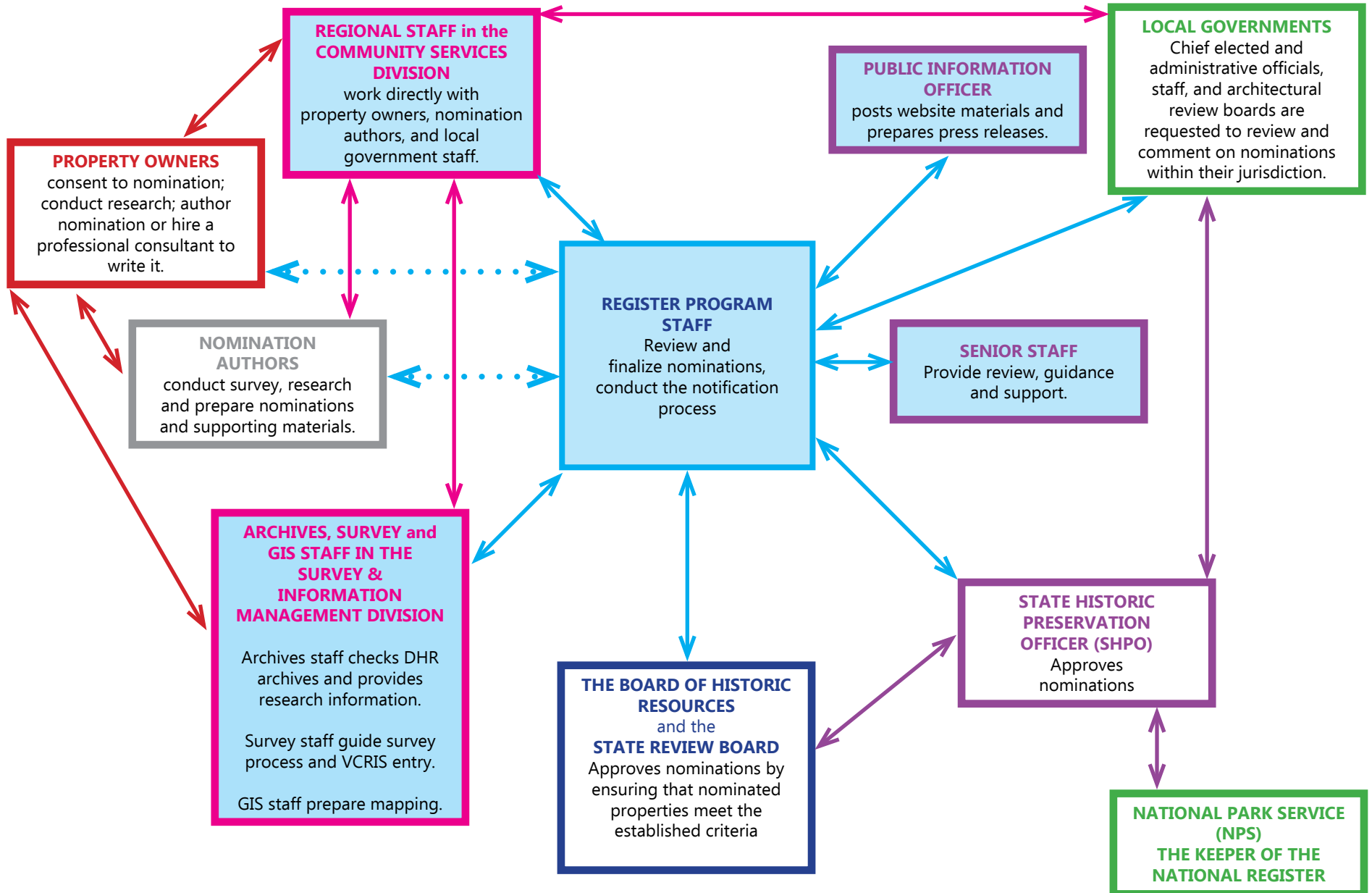


The F.D. Crockett (059-5013) is a Poquoson-style log-hulled deck boat consisting of nine logs (top). It was constructed in 1924, and is one of only two large log deck boats still in existence that was built specifically for an internal combustion engine. A case might be made that a boat or ship could be classified as an object, however, they are consistently recognized in the registers as structures because they are functional constructions made for purposes other than creating shelter and are designed to be mobile.

An object is a construction that is primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milepost. The Benjamin Banneker: SW 9 Intermediate Boundary Stone (000-0015) is one of the forty boundary stones set in 1792 to mark the westernmost point of the District of Columbia, which originally included what is now Arlington County.

COLLABORATION AND COOPERATION:
THE FOUNDATION OF DHR'S REGISTER PROGRAM

This chart provides a bird's eye view of the intense collaboration necessary for a nomination to succeed.



PART 2

LAWS AND REGULATIONS

BOARD OF HISTORIC RESOURCES

According to the Code of Virginia, Title 10.1, Chapter 22, Section 4 (§ 10.1-2204) the Board of Historic Resources is responsible for listing properties in the Virginia Landmarks Register. The Board's legal and regulatory responsibilities are stated in the Virginia Administrative Code, Chapter 30, "Evaluation Criteria and Procedures for Designations by the Board of Historic Resources."

CODE OF VIRGINIA

The entire Code of Virginia is online at <https://law.lis.virginia.gov/vacode>. To identify Code sections pertinent to the BHR, type "Board of Historic Resources" in the Search bar.

VIRGINIA ADMINISTRATIVE CODE

The entire Virginia Administrative Code (VAC) is online at <https://law.lis.virginia.gov/admincode/>. To identify VAC sections pertinent to the BHR, type "Board of Historic Resources" in the Search bar.

STATE REVIEW BOARD

The State Review Board is responsible for recommending that National Register nominations be forwarded to the National Park Service for listing in the National Register of Historic Places.

To review the Board's legal and regulatory requirements, see the National Historic Preservation Act of 1966 (as amended) and the National Register Federal Program Regulations at the Code of Federal Regulations, Title 36 – Parks, Forests, and Public Property, Chapter 1 – National Park Service, Department of the Interior, Part 60 – National Register of Historic Places.

A PDF of the National Historic Preservation Act is available for download at <https://www.achp.gov/preservation-legislation>
The full text and searchable version of federal regulations for the National Register is online at <https://www.ecfr.gov/cgi-bin/text-idx?SID=cd759f86e52260d8ee4d5e8b364d6d04&mc=true&node=pt36.1.60&rgn=div5>.

VIRGINIA ADMINISTRATIVE CODE

The responsibilities of the State Review Board also are explained in the Virginia Administrative Code (VAC) at 17VAC10. The full text of the VAC is online at <https://law.lis.virginia.gov/admincode/>. To identify code sections pertinent to the SRB, type "State Review Board 17VAC10" in the Search bar, then click on links for 17VAC10-20-180, Consideration by the State Review Board.

The Board of Historic Resources and the State Review Board each has a carefully defined role and set of duties in service to the Virginia Landmarks Register and the National Register of Historic Places, respectively. For the Board of Historic Resources, these duties are described in the **Code of Virginia** and the **Virginia Administrative Code**. For the State Review Board, these duties are described in the **Virginia Administrative Code** and the **Code of Federal Regulations**, as cited above.

To assist you with understanding how each Board performs, below are excerpts from the **Code of Virginia**, the **Virginia Administrative Code**, and the **Code of Federal Regulations**.

[BOARD OF HISTORIC RESOURCES \(SEE ALSO BHR BYLAWS, PAGE 43\)](#)

The duties of the Board of Historic Resources when it comes to the Virginia Landmarks Register are stated in the **Code of Virginia at § 10.1-2204**:

A. The Board of Historic Resources shall:

1. Designate historic landmarks, including buildings, structures, districts, objects and sites which constitute the principal historical, architectural, archaeological, and cultural resources which are of local, statewide or national significance and withdraw designation either upon a determination by the Board that the property has failed to retain those characteristics for which it was designated or upon presentation of new or additional information proving to the satisfaction of the Board that the designation had been based on error of fact;

B. For the purposes of this chapter, designation by the Board of Historic Resources shall mean an act of official recognition designed (i) to educate the public to the significance of the designated resource and (ii) to encourage local governments and property owners to take the designated property's historic, architectural, archaeological, and cultural significance into account in their planning, the local government comprehensive plan, and their decision making. Such designation, itself, shall not regulate the action of local governments or property owners with regard to the designated property.

In the **Virginia Administrative Code** (which compiles regulations for implementing state legislation), at **17VAC5-30-20. Applicability**, the designation by the Board for inclusion of properties in the Virginia Landmarks Register is stated along with acknowledgment of the parallel evaluation criteria and administrative procedures for nominations to the National Register of Historic Places:

17VAC5-30-30. General provisions.

The board is solely responsible for designating eligible properties for inclusion in the Virginia Landmarks Register.

Any person or organization may submit a completed nomination form to the director for consideration by the board. The form shall include the descriptive and analytical information necessary for the board to determine whether the property meets the evaluation criteria for designation. Any person or organization may also request the board's consideration of any previously prepared nomination form on record with the department.

In determining whether to include a property in the Virginia Landmarks Register, the board shall evaluate the property according to the Virginia Landmarks Register Criteria for Evaluation, as set out in Part III of this chapter ([17VAC5-30-40](#) et seq.).

The VLR criteria, integrity definitions, historic boundaries, criteria considerations, and administrative procedures are set forth at **17VAC5-30-40**, Historic significance; **17VAC5-30-50**, Integrity; **17VAC5-30-60**, Boundaries for historic properties; **17VAC5-30-70**, Additional criteria considerations; **17VAC5-30-80**, Revisions to properties listed in the Virginia Landmarks Register; and **17VAC5-30-90**, Removing properties from the Virginia Landmarks Register.

STATE REVIEW BOARD (SEE ALSO SRB BYLAWS, PAGE 50)

The State Review Board's responsibilities with regard to the National Register of Historic Places are described at **17VAC10-20-180, Consideration by the State Review Board.**

The regulations state that DHR's Director shall submit completed nomination forms or the documentation proposed for submission on the nomination forms and comments concerning the significance of a property and its eligibility for the National Register to the State Review Board. The State Review Board shall review the nomination forms or documentation proposed for submission on the nomination forms and any comments received concerning the property's significance and eligibility for the National Register. The State Review Board shall determine whether or not the property meets the National Register criteria for evaluation and make a recommendation to the director to approve or disapprove the nomination.

The process for submitting nominations to the National Park Service is explained at **17VAC10-20-190:**

The director shall review nominations approved by the State Review Board, along with all comments received. If the director finds the nominations to be adequately documented and technically, professionally, and procedurally correct and sufficient and in conformance with National Register criteria for evaluation, the director may submit them to the Keeper of the National Register of Historic Places, National Park Service, United States Department of the Interior, Washington, D.C. 20240. The director shall include all written comments received, and statements of objection from private property owners, with the nomination when it is submitted to the Keeper.

If the director and the State Review Board disagree on whether a property meets the National Register criteria for evaluation, the director may submit the nomination with his opinion concerning whether or not the property meets the criteria for evaluation and the opinion of the State Review Board to the Keeper of the National Register for a final decision on the listing of the property. The director shall submit such disputed nominations if so requested within 45 days of the State Review Board meeting by the State Review Board or the chief elected local official of the county, city, or town in which the property is located but need not otherwise do so.

Any person or organization which supports or opposes the nomination of a property by a State Historic Preservation Officer may petition the Keeper during the nomination process either to accept or reject a nomination. The petitioner must state the grounds of the petition and request in writing that the keeper substantively review the nomination.

The state regulations that cover the State Review Board and Virginia's participation in the National Register of Historic Places program are based largely on the federal regulations for the program. The National Register's federal regulations are published in the *Code of Federal Regulations* in **Title 36** (Parks, Forests, and Public Property), **Part 60** (National Register of Historic Places), which is commonly abbreviated as **36CFR60**. The full text of the federal regulations is published online in the Electronic Code of Federal Regulations at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>. This page includes a "Getting Started" guide for finding a specific set of regulations such as those for the National Register.

ADDITIONAL OBLIGATIONS OF BOARD MEMBERS

Please note that each member of the Board of Historic Resources and the State of Review Board is required to participate in Conflict of Interest (COIA) Training every two years. DHR organizes a training session for the Boards each year, usually in March, and the COIA Training often is provided as part of this session. Each Board member also will receive a notice via email to file a Financial Disclosure Statement with the Virginia Conflict of Interest and Ethics Advisory Council (<http://ethics.dls.virginia.gov/>). Board members further are required to attend training about the Virginia Freedom of Information Act (FOIA). DHR organizes the training session, which is provided by the Virginia Freedom of Information Act Advisory Council (<http://foiadcouncil.dls.virginia.gov/foiadcouncil.htm>).

DHR'S RESPONSIBILITIES REGARDING NOMINATIONS

Important to note is that DHR must respond to any nomination for a property in Virginia that is submitted to our office, although that does not mean that every nomination received will be presented to the Boards. Nominations must provide the necessary information for evaluating a property's eligibility for the Registers and its significance.

DHR's responsibilities are stated in Part V, Review and Action by the Director and the Board on Virginia Landmarks Register Proposals, at **17VAC5-30-140, Requests for designations.**

In addition to directing the preparation of Virginia Landmarks Register nominations by the department, the director [of DHR, who also serves as state historic preservation officer], shall act according to this section to ensure on behalf of the board that the Virginia Landmarks Register nomination process is open to any person or organization.

The director shall respond in writing within 60 days to any person or organization submitting a completed Virginia Landmarks Register nomination form or requesting board consideration for any previously prepared nomination form on record with the department. The response shall indicate whether or not the information on the nomination form is complete, whether or not the nomination form adequately evaluates the property according to the criteria set out in Part III of this chapter (**17VAC5-30-40** et seq.), and whether or not the property appears to meet the Virginia Landmarks Register criteria for evaluation set out in Part III. If the director determines that the nomination form is deficient or incomplete, the director shall provide the applicant with an explanation of the reasons for that determination, so that the applicant may provide the necessary additional documentation.

If the nomination form appears to be sufficient and complete, and if the property appears to meet the Virginia Landmarks Register criteria for evaluation, the director shall comply with the notification requirements in Part IV of this chapter (**17VAC5-30-100** et seq.) and schedule the property for presentation to the board. The director may require the applicant to provide a complete, accurate, and up-to-date list and annotated tax parcel map indicating all property owners entitled to written notification pursuant to Part IV of this chapter. Within 60 days of receipt of a sufficient and complete nomination and of all information necessary to comply with Part IV of this chapter, the director shall notify the applicant of the proposed schedule for consideration of the nomination form by the board.

If the nomination form is sufficient and complete, but the director determines that the property does not seem to meet Virginia Landmarks Register criteria for evaluation, the director shall notify the applicant, the owner, and the board of his determination within 60 days of receipt of the nomination form. The director need not process the nomination further, unless directed to do so by the board.

DHR's responsibilities concerning nominations to the National Register of Historic Places are virtually identical to those for the Virginia Landmarks Register. **17VAC10-20-20, Applicability**, describes the DHR director's responsibilities for nominating properties to the National Park Service for inclusion in the National Register of Historic Places or for designation as a National Historic Landmark. The parallel evaluation criteria and administrative procedures applicable to the designation of properties by the Virginia Board of Historic Resources are set out in the aforementioned **17VAC5-30-20.**

PART 3

FOUNDATIONS FOR UNDERSTANDING THE REGISTERS

Evaluating the eligibility of a property for listing in the registers requires a rigorous assessment of key concepts and criteria and the application of specific methodology. These include:

- Register Thresholds
- Understanding Significance
- Four Criteria for Eligibility
- Criteria Considerations
- Historic Districts
- Contributing versus non-contributing
- Selecting boundaries
- Integrity

REGISTER THRESHOLDS

To qualify for listing in the VLR and/or National Register, a property:

- Typically must be at least 50 years old, or have become of exceptional importance within the last 50 years.
- Must meet one of the four Register Criteria.
- Must retain physical integrity to convey its significance.

UNDERSTANDING SIGNIFICANCE

Properties listed in the VLR and/or NRHP have been demonstrated to have significance, which consists of three parts:

- Area of Significance – The historic theme(s) with which a property is associated.
- Period of Significance – The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for VLR and National Register listing.
- Level of Significance – The property is associated with historic themes significant at the local, state, and/or national level. A property can have more than one level of significance.

CRITERIA FOR ELIGIBILITY—A, B, C AND D

There are four Criteria of Eligibility for listing a property in the VLR and/or NRHP. Each criterion addresses broad themes in history and prehistory:

CRITERION A

Associated with events that have made a significant contribution to broad patterns of our history.

Pocahontas State Park (020-0011) is significant in the area of Entertainment/Recreation. Originally known as Swift Creek Recreational Demonstration Area (RDA) the park was a project of the New Deal-era Civilian Conservation Corps (CCC). The historic district encompasses the park's initial acquisition, design, and construction by the CCC through the National Park Service's donation of the park in 1946 to the Commonwealth of Virginia. The Swift Creek RDA was one of just two RDAs developed in Virginia and one of 46 created across the U.S. The RDAs were the brainchild of the National Park Service as part of the larger Federal Emergency Land Relief Program begun in 1934 to address problems in areas of extensive soil erosion and related issues. Architecturally, Pocahontas State Park is notable among Virginia's state parks for having the largest number of surviving buildings constructed during the CCC period (at right). The majority of buildings were built in a rustic architectural style that emphasized simplicity in design and use of native building materials.



CRITERION B

Associated with the lives of persons significant in our past.

Three Hills (008-0050) was built in 1913 by author Mary Johnston as her residence. Johnston, the first best-selling novelist of the 20th century, gained popularity for her historical romances featuring heroes and heroines of colonial Virginia. She lived at Three Hills until her death in 1936 during the latter and most productive period of her life and career, when she wrote 16 novels and one book of nonfiction. Scholars have taken renewed interest in Johnston with the rediscovery of her early involvement in the women's suffrage movement in Virginia. The main house at Three Hills (at right), completed in an Italian Renaissance style with a Colonial Revival-style interior, was designed by Richmond architects Carneal and Johnston and is the only known example of their work in western Virginia. The property features a small formal boxwood garden and three Craftsman-like cottages that were built in the 1910s and 1920s, including Garden Cottage, where Johnston wrote many of her works.



CRITERION C

Distinctive architecture or engineering, or the work of a master, or possessing high artistic value, or a distinguishable entity (such as a historic district).

Rice House (127-5810) is the most significant example of domestic architecture in the International Style in Richmond (at right). It was designed by acclaimed architect Richard Neutra whose work is well-represented on the West Coast but is very rare in this region. Neutra's signature motifs—dramatic cantilevers, expansive planes of glass, interconnected interior and exterior spaces, fastidious attention to lighting, and the use of pools of water to define edges—are well-illustrated in this dramatic structure set on an equally dramatic site in rugged terrain overlooking the north bank of the James River. The house was commissioned by Ambassador and Mrs. Walter Rice and served as their home during most of Rice's career in business, commerce, and international diplomacy.



CRITERION D

Applicable to a property that already has yielded or may be likely to yield information important in history or prehistory.

The Walter Reed Birthplace (036-0080) was the home of the doctor who conquered yellow fever. The tiny house is a rural, one room vernacular dwelling (at right). An update to the 1973 nomination for the Walter Reed House was accepted into the VLR and the National Register in 2015. This documentation expands the original 2-acre boundaries to encompass the full extent of this historic property, both during the time of Dr. Walter Reed's birth (1851) and the development of the crossroads community of Belroi/Stubbs Tavern (ca. 1810 through the post-bellum period). Dendrochronological analysis included as an appendix to the nomination determined that the original dwelling was built in the summer of 1821 or shortly thereafter. The updated nomination also includes the results of archaeological research and recent documentary evidence which refine the period of significance to ca. 1810 through 1927, the year the Medical Society of Virginia restored the Birthplace and opened it as a historic site. That action represents one of the earliest historic preservation initiatives undertaken in Gloucester County.



CRITERIA CONSIDERATIONS

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, buildings or structures that have been moved from their original location, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

CRITERIA CONSIDERATION A

A religious property meets Criteria Consideration A if it derives its primary significance from architectural or artistic distinction or historical importance. Despite that religious properties fall under a criteria consideration, it is not unusual to nominate one to the VLR and National Register. In recent years, interest has been particularly high in nominating historically African American churches.

Haines Chapel and Cemetery (081-7102) is architecturally significant for its vernacular design, workmanship, materials, setting, feeling, and association. The Chapel (at right), located in Rockbridge County, was completed in 1914 as a small, wood-frame, vernacular house of worship located in a mountainous, sparsely populated area near today's Blue Ridge Parkway. The chapel's interior features extensive handcrafted original woodwork including flooring, chair rails, and altar, as well as a brass chandelier with six oil lamps and an antique piano and organ.

CRITERIA CONSIDERATION B

A building or structure removed from its original location can meet Criteria Consideration B if it is significant primarily for architectural value, or is the surviving structure most importantly associated with a historic person or event.

Wilton (127-0141) was relocated in 1933. The high-style Georgian mansion built in 1750-1753 for William Randolph III originally stood on a site overlooking the James River in eastern Henrico County, some fifteen miles east of its present location. Because of the threatened industrial development of its surroundings, Wilton was dismantled and carefully re-erected on a new site overlooking the James in Richmond's west end (at right). The accuracy of the rebuilding preserved the integrity of the house as an architectural landmark. With its regular five-bay facades and geometric proportions, Wilton is a superb essay in colonial era design. Every room is fully paneled, and its main staircase, with its spiral-carved balusters, show colonial artistry and craftsmanship at their best. Wilton now serves as a museum of colonial architecture and decorative arts.



CRITERIA CONSIDERATION C

A property that is a birthplace or grave of a historical figure of outstanding importance meets Criteria Consideration C if there is no other appropriate site or building directly associated with his or her productive life.

The Robert Russa Moton Boyhood Home (073-0030) in Prince Edward County (at right), is located on a former plantation and farmstead known as Pleasant Shade. Covering 246 acres today, the property contains a main house and the ruins of a kitchen-quarter building where Moton lived as a boy (the building collapsed after the property was listed in the registers). One of the most prominent African American educators in the U.S. during the first decades of the 20th century, and president of the Tuskegee Institute after the death of Booker T. Washington, Moton (1867-1940) lived at Pleasant Shade from 1869 to 1880. His boyhood there shaped his conservative vision of race relations in America and in the South.

In contrast, Moton ended his retirement years at his home, Holly Knoll (036-134). His residence at this property (far right) from 1930–1935, however, it is not considered to be representative of the significant professional contributions of his life.



CRITERIA CONSIDERATION D

A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events will meet Criteria Consideration D. Although subject to a criteria consideration, it is not unusual for cemeteries to be nominated to the VLR and National Register. In recent years, successful efforts to nominate historically African American cemeteries have increased considerably.

Elmwood Cemetery (122-0116) in Norfolk is significant in the areas of Art, Architecture, Landscape Architecture, and Social History. Established in 1853, Elmwood contains the remains of more than 400 Confederate and Union Civil War veterans. Displaying an abundance of Victorian-era funerary art, Elmwood was also the burial ground for victims of a yellow fever epidemic that swept through Hampton Roads in 1855, when it is estimated that Norfolk and Portsmouth witnessed more than four thousand deaths from the disease. The epidemic resulted in more than 100 people being interred in individual family plots at Elmwood Cemetery, and many victims being buried in unmarked mass graves, after the supply of coffins ran short in Norfolk. The cemetery contains the graves of many city, state, and nationally noted figures.



CRITERIA CONSIDERATION E

A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived, can meet Criteria Consideration E.

George Washington's Grist Mill (029-0330) was reconstructed based on archaeological investigations and documentary evidence in 1932 as the center of a small state historical park established by the Commonwealth in celebration of the bicentennial of Washington's birth. The mill represents Washington's interest in decreasing Mount Vernon's economic dependence on the cultivation of tobacco by increasing the estate's production and processing of wheat. The construction of a large distillery in 1797 near the mill also helped make the plantation more self-sufficient. The three-story mill is constructed of Aquia Creek stone and contains mostly reconstructed millworks and structural members from a renovation completed by the Mount Vernon Ladies' Association in 2002. The complex also contains a reconstructed miller's house, headrace and tailrace, and the remains of a large distillery where archaeological investigations continue to reveal information about this important 18th-century industry.



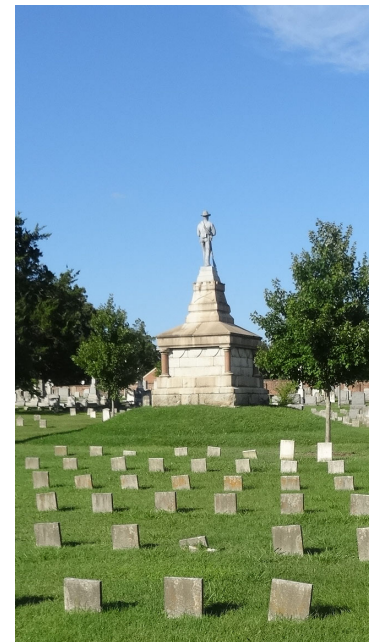
CRITERIA CONSIDERATION F

A property primarily commemorative in intent can meet Criteria Consideration F if design, age, tradition, or symbolic value has invested it with its own historical significance. The nature of commemorative works means that the topic or person being commemorated may not retain public acceptance indefinitely, resulting in dismantling or removal of the commemorative resource. In Virginia, removal of Confederate monuments in publicly owned spaces during 2020-2021 is an example of this phenomenon.

At near right— The Confederate Cemetery and Monument to Confederate Dead is an example of a commemorative resource in a privately owned cemetery (111-5265).

At far right —The Virginia War Memorial Carillon (127-0387) in Richmond commemorates those who served in World War I. Designed by nationally-known architect Ralph Adams Cram, the memorial is an interpretation of the Italian campanile in Georgian classicism.

Next page — Unlike many mass-produced or stock statues that present soldiers armed or in the midst of battle, the Appomattox Statue (100-0284) represents a simple unarmed private. The men of the Virginia-based R. E. Lee Camp Confederate Veterans did not intend to glorify an ideology, but to remember those who sacrificed all (see also War Memorials, following page). The privately-owned statue was located on publicly owned property and was removed by the owner in 2020, resulting in its delisting from the VLR and National Register.



CRITERIA CONSIDERATION G

A property that has achieved significance within the past 50 years that makes it of exceptional importance can meet Criteria Consideration G.

The Lunar Landing Research Facility (114-0140) at NASA Langley Research Center was designated a National Historic Landmark in 1985 for its significance in the 1960s American space program. Constructed in 1965, it was used by Apollo astronauts to practice final descent and touchdown for moon landings. Here, on dark nights, with an artificial sun, Neil Armstrong—the first man on the moon—trained for the 1969 lunar expedition. Asked what it was like to land on the moon, Armstrong replied, “like Langley.”



WAR MEMORIALS

On July 1, 2020, amendments to Virginia Code §15.2-1812 took effect that empowered localities to remove, relocate, contextualize, or cover certain monuments or memorials for war veterans, including Confederate monuments, through prescribed steps.

This has resulted in implications regarding National Register of Historic Place and Virginia Landmarks Register listings as follows:

In order for an individually listed monument/memorial to retain continuous National Register listing, it should not be relocated until the Keeper of the National Register has cleared the proposed move. Individually listed monuments/memorials that are moved without clearance by the Keeper are automatically de-listed from the National Register. De-listing a monument/memorial because it has been moved without Keeper clearance is not a punitive action. The relocation and clearance process is described in the Code of Federal Regulation at 36CFR60.14(b).

An example of a removed memorial is Appomattox Statue (100-0284) in Alexandria (at right). In addition to contributing to the Alexandria Historic District, the memorial was individually listed in the registers. The United Daughters of the Confederacy removed Appomattox Statue during the first week of June 2020 as part of a negotiated agreement with the City of Alexandria. Because the Keeper of the National Register was not consulted about the memorial's removal, Appomattox Statue was delisted at the moment it was removed. The statue may be re-nominated for listing after it has been reinstalled in another outdoor setting (statues in museums are not eligible for listing).



HISTORIC DISTRICTS

The nation's first historic districts were designated in Charleston, South Carolina (1931), and in the New Orleans French Quarter (1937). Virginia's first historic districts include the Old and Historic Alexandria district (1946) and Richmond's St. John's Church Old and Historic District (1957). There now are more than 14,000 Historic Districts listed in the National Register of Historic Places. More than 650 Historic Districts are listed in the Virginia Landmarks Register.

WHAT IS A HISTORIC DISTRICT?

A historic district contains a significant concentration or linkage (as in a railroad corridor) of resources. Historic districts can be important for a variety of reasons—Architecture, History, People, Archaeology. The primary concept for a historic district is that the assemblage of properties in it captures the feel of an era or the evolution of many eras.

HISTORIC DISTRICTS CAN BE RURAL OR URBAN

The Goose Creek Historic District (053-0002) is a scenically cohesive rural area of some 10,000 acres in central Loudoun County (top and middle right).

The Main Street Banking Historic District is a five-block area on East Main Street between 7th and Governor (13th) streets, in the central business district of the City of Richmond (bottom right).

If rural, landscape is of primary importance and acreage is usually much larger than urban districts. Moreover, the influence of the natural environment is visible and the number of man-made structures is relatively low by comparison to urban districts. Common types of rural historic districts are Agricultural, Industrial (as in a mining complex, canal, or milling complex), Maritime, Recreational, and Migration areas.

If urban, resources may be more densely built together. Open land area is reduced, and as a result total acreage can be small (but not necessarily). The natural environment may or may not be visually evident even if it plays a role in the district's overall significance. Man-made resources will usually dominate the inventory in the district.



CONTRIBUTING VS NON-CONTRIBUTING RESOURCES

Within a Historic District, resources are classified as Contributing or Non-Contributing.

A resource is Contributing when it adds to the historic character of the district because:

- It was present during the time when the district gained its significance (the district's period of significance);
- It relates to the significant historic theme(s) of the district (the district's area(s) of significance); and,
- It retains historic integrity from the district's period of significance (physically still appears as a historic resource).

A resource is Non-contributing when it does not add to the historic character of the district because:

- It was built outside the district's period of significance (after or before);
- It does not relate to the historic theme(s) of the district; or
- Due to alterations, changes, or additions, it no longer retains historic integrity (no longer looks like a historic resource).

Note: A non-contributing resource may still be significant in its own right. For example, a gas station in a primarily residential historic district may be non-contributing to the district, but also be individually significant for its architectural design.

The 1,704-acre Albemarle & Chesapeake (A&C) Canal Historic District is located in the City of Chesapeake in southeastern Tidewater Virginia (131-5333). The district contains twelve contributing resources: eight buildings, three structures, and one site.

The 9.1-mile-long Virginia Cut of the Albemarle & Chesapeake Canal (131-5333-0002, top right), the Great Bridge Canal Lock (131-5333-0001), and The North Landing Bridge (131-5333-20) are the contributing structures. The Great Bridge Army Corps of Engineers Reservation consists of eight contributing buildings constructed between 1917–1948. The Battle of Great Bridge Site (131-5333-0012, bottom)—a contributing site (bottom right)—is the location of the first military engagement of the Revolutionary War in Virginia, and was fought on December 9, 1775.

The district also contains four non-contributing buildings and four non-contributing structures. The new Great Bridge Bridge (middle right) recently replaced its demolished c. 1943 predecessor, and is a non-contributing structure. The date of the first Great Bridge, from which the surrounding community took its name, is not known.



HOW ARE HISTORIC BOUNDARIES CHOSEN?

Historic boundaries are based first on the property's historic significance and integrity, with additional factors taken into account:

- Physical and natural boundaries: rivers, lakes, hills, valleys, etc.
- Manmade features: roads, highways, levees, etc.
- Political boundaries: corporation lines, wards, etc.
- Age of resources – for example, to focus on the greatest concentration of resources from a particular period.
- Architectural style(s) – for example, to include styles only from a certain historic era.
- Associations with historical events or persons – for example, the location of a battle or a major endeavor such as the Hoover Dam.

Integrity also is taken into consideration when drawing boundaries. For example, part of the historic district may be less cohesive due to demolition or incompatible development in which case the boundaries are drawn to exclude those areas.



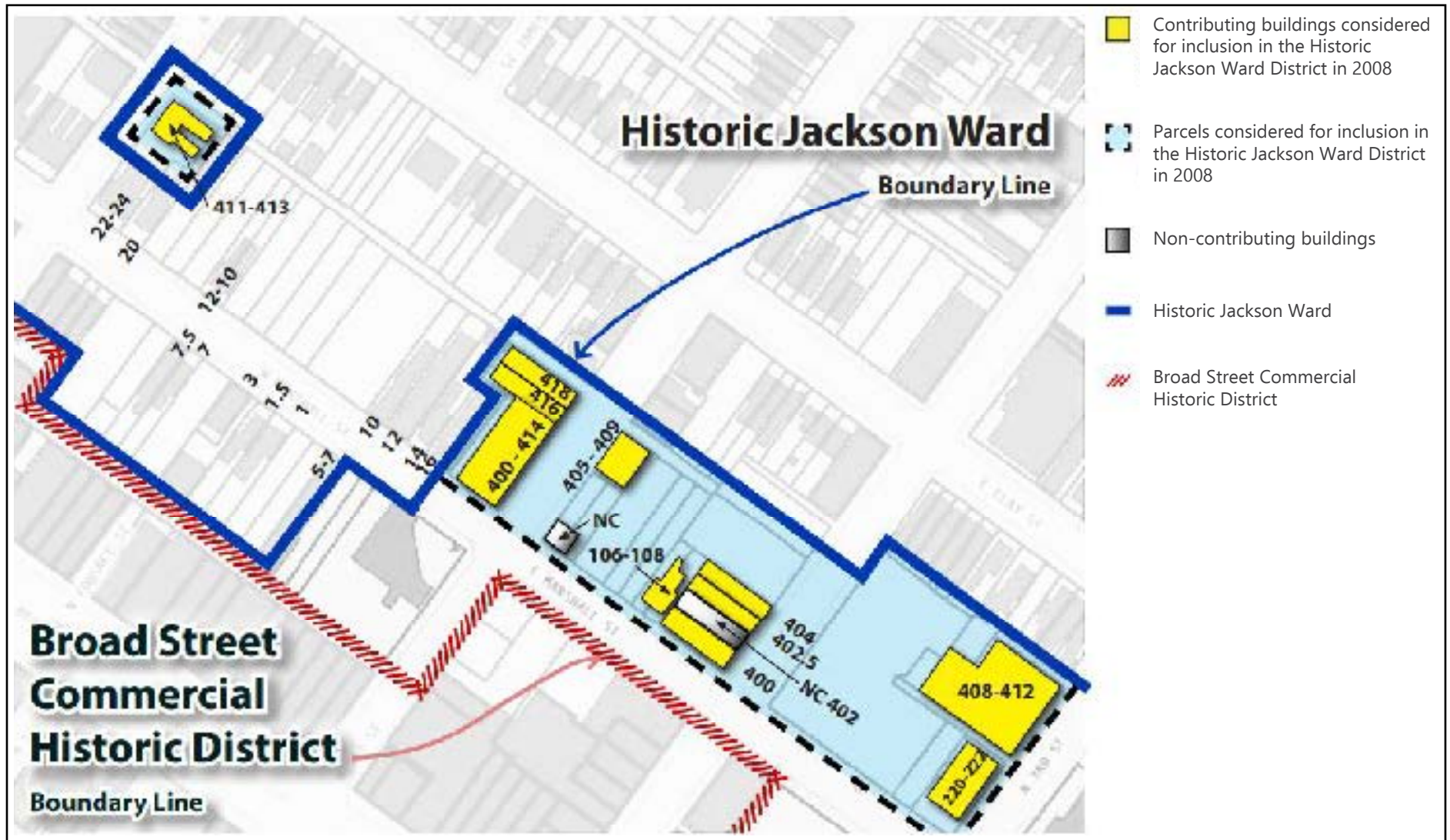
BOUNDARY EXPANSIONS TO THE JACKSON WARD HISTORIC DISTRICT

Jackson Ward Historic District (127-0237) is a visually cohesive residential neighborhood of nineteenth-century to twentieth-century houses located in the center of Richmond. The original boundaries of the district, which was listed in the registers in 1975, covered some forty-two city blocks. The original period of significance was 1800–1926. While Jackson Ward existed as a political subdivision only between the years 1871 and 1935, the name “Jackson” persists in popular usage to the present. Jackson Ward is one of the nation’s largest historic districts associated primarily with African American culture.

In 2002, the area of significance of the Jackson Ward Historic District was updated to include the Civil Rights era (1940-1970). The amendment identified buildings specifically associated with African Americans in Richmond who fought to win civil rights guaranteed by the Constitution.

In 2005, the boundary was increased to incorporate two blocks omitted from the original district designation of 1976 and the 2002 update to its areas of significance. The two blocks of Marshall Street remained outside the district previously because it was thought they lacked a significant historic fabric. Research revealed that one-third of the block on the north side of Marshall Street was never developed. Situated in close proximity to Broad and Second Streets, both exclusively commercial thoroughfares, the area of expansion is part of a transitional area between the wholly commercial areas to the south and east and the essentially residential neighborhoods to the west and north. The resources in the expansion area included 13 dwellings, five commercial buildings, one warehouse, and one factory comparable in style, size, material and period of significance with those in the rest of the Jackson Ward Historic District.

In 2008, the district boundary was increased again (pictured below) to capture buildings adjoining the southeastern boundary of the original district, as well as buildings adjoining the eastern edge of the boundary increase made in 2005. It includes 19th-century commercial and residential buildings that complement the architecture and history of the district's nationally significant associations with African American business and commerce, the Civil Rights movement, and a diverse immigrant settlement history. In 2015, additional analysis led to establishing 1958 as the end date of the district's period of significance. During that year, construction of the Richmond-Petersburg Turnpike (today's I-95) through the area bifurcated the historic neighborhood and caused demolition of numerous dwellings. Later urban revitalization projects levels portions of the neighborhood's east side for construction of the Richmond Coliseum (itself now slated for demolition) and expansion of the VCU-MCV campus.



LEVEL OF SIGNIFICANCE:

LOCAL, STATE, NATIONAL—EQUAL IMPORTANCE

The National Register uses three levels of significance for nominating individual properties and historic districts. National, state, and local levels of significance have been used since the National Register was created in 1966 (various iterations of the nomination forms did not always make it easy to find which level or levels were being used). This three-level approach was decided upon because until 1966 the U.S. had only the Registry of National Historic Landmarks and members of Congress wanted to make it clear that properties of state and local significance also could be listed in the new National Register.

Regardless of level of significance—local, state, or national—any property that is listed in or eligible for the National Register is treated the same way during environmental review. That is to say, all are considered significant. If a federal undertaking is going to adversely affect the property or district, then that adverse effect has to be mitigated regardless of the level of significance. Only properties that are designated National Historic Landmarks have a few additional protections.

People sometimes fear that if their property is called locally significant, that means it will not be listed in the National Register and/or Virginia Landmarks Register, which can be confusing and upsetting. However, every property listed in the National Register is fully listed; there are not additional protections or higher status assigned to properties listed at the statewide level, and then still more at the national level. Sometimes a property owner will want their individual property to be listed in the Registers even though it is in a listed historic district. Properties that are contributing to a historic district are “just as listed” as properties that are individually listed and subject to the same federal environmental review (that means an undertaking’s effect on a contributing resource has to be considered even if the undertaking does not have an impact on the district as a whole).

EVERY PROPERTY THAT IS LISTED IN THE NATIONAL REGISTER IS FULLY LISTED; **THERE ARE NOT** ADDITIONAL PROTECTIONS OR HIGHER STATUS ASSIGNED TO PROPERTIES LISTED AT THE STATEWIDE LEVEL, AND THEN STILL MORE AT THE NATIONAL LEVEL.

EVALUATING SIGNIFICANCE

For many years, DHR has used a numerical rating system as a method for framing staff evaluations of a property’s register eligibility. The rating is based on the information provided in a Preliminary Information Form (PIF). A rating of at least 30 points is the indication of a strong endorsement by DHR staff of a property or district’s eligibility for the Registers. The majority of properties that are listed in the Registers had PIF scores between 30 and 35. A small number have a PIF score between 36 and 40. Scores over 40 are rare.

The rating sheet is a subjective tool that a DHR staff member uses as a way to organize thoughts about how a property is eligible for the Registers but it is not just a score sheet. The property’s (or district’s) Register eligibility criteria are identified on the sheet, plus any applicable Criteria Considerations, followed by applicable areas of significance and a recommended period of significance. The staff member evaluates, based on their own field experience, if the property/district is rare or common-place in its vicinity (typically a county or city). So for instance, just because there are 50 Gothic Revival churches listed in Richmond and Petersburg, that has no bearing on whether a Gothic Revival church in Colonial Heights might be evaluated as eligible or not.

DHR staff also consider the property/district's integrity of location, setting, feeling, association, design, workmanship, and materials. This is necessary because state and federal regulations require at least some integrity to be present in order to list the property/district. The PIF rating sheet also has seven different aspects DHR uses to assign additional points - including if the property or district is associated with a group or community under-represented in the registers, is illustrative of the history of ethnic or cultural minorities, has exceptional potential for study and interpretation, and if it is in a geographic area that has few Register listings compared to other similar areas.

Completion of the rating sheet is a subjective exercise, just as are evaluating adverse effects and deciding if the Secretary of Interiors standards for rehabilitating a historic property have been met. Much of what is done in the name of historic preservation is subjective. The same may be said for most other human pursuits. The inherent subjectivity in evaluating significance is tempered—first by collaborative evaluation of a property among DHR staff and second by evaluation by the State Review Board. DHR's regional office staff, who manage the vast majority of nominations, also temper their subjectivity by listening to applicants, property owners, and stakeholders. Particularly with historic districts, this is an intensive process. DHR takes the latter process seriously and has put together a lengthy list of community engagement methods that we recommend when a historic district is being contemplated.

Evaluation of a property or district is based on information known at the time of the evaluation. That is why at the top of every rating sheet the words "Draft evaluation" are used. A property or district can be re-evaluated at any time as new information becomes available. Just because a property was evaluated at the local level of significance based on what was presented in the PIF does not mean that information revealed during survey of a district, research at local archives, identification of persons associated with a place, among many other factors, cannot be used to justify changing the level of significance of a property or district. Some properties have multiple levels of significance. The resulting nomination can use a different level of significance, period of significance, eligibility criteria, and/or areas of significance than what was identified when the property or district was evaluated based on what was in the PIF (hence the use of "preliminary" in the name of the Preliminary Information Form).

For example, recently DHR has added Criterion B to draft nominations for the significant contributions of individuals associated with African American historic properties. River View Farm (002-1229) did not originally include Criterion B for the contributions of Conly Greer and Mary Carr Greer to their community during their productive careers in agriculture and education, respectively. Adjustments were made as well to the nomination for the Averett School and Wharton Memorial Church and Cemetery (058-5127) to add Criterion B for the contributions of Rev. George Douglass Wharton that included his roles as a teacher, real estate investor, and store owner in addition to his pastorship. These are cited as just two examples of recent nominations that deviated from the original PIF and evaluation for eligibility.



River View Farm (002-1229) at top, and Averett School and Wharton Memorial Church and Cemetery (058-5127)

INTEGRITY: THE ABILITY OF A PROPERTY TO CONVEY ITS SIGNIFICANCE

Before the integrity of a property can be evaluated, the factors that make the property significant must be defined — how, why, where, and when did the property achieve its significance? Once a property's significance has been established, the next step is to identify the essential physical features that must be present for a property to represent, or convey, its significance. After essential physical features are identified, it is possible to determine which of the seven aspects of integrity are most essential for the property to have in order to convey its significance and be eligible for the VLR and NRHP.

The New Point Comfort Lighthouse (057-0064) is an excellent example of a resource that has retained integrity of location, setting, design, materials, workmanship, feeling and association.

The seven aspects of integrity explained in the following pages have been identified as being important to a property's ability to communicate its significance. In order to retain integrity a property must possess several, and often most, of these aspects. However, a property does not have to display all seven aspects of integrity in order to be eligible for the VLR and NRHP.



1. LOCATION

Integrity of location means the place where the historic property was constructed or where the historic event occurred.

The O.H.P. Tanner House (058-5108) in Mecklenburg County is a Georgian-style residence dating back to 1769. Recently and painstakingly restored, the house is in its original location and displays unaltered architectural craftsmanship in an excellent state of preservation. It is listed in the registers under Criterion C for its architectural significance.



2. DESIGN

Integrity of design means the property retains that combination of elements that create its historic form, plan, space, structure, and style.

Hanshill (005-5329) in Amherst County was designed in 1925 for Mary Leigh Suhling by noted Lynchburg architects Pendleton S. Clark and Walter S. Crow. The building is a rare and remarkably intact example of an early-20th-century Rustic Revival-style summer retreat home in Virginia's piedmont province. Used as a seasonal vacation lodge for the Suhling Family and guests for over 85 years, the building features custom-designed iron hardware, rustic details such as balustrades of sticks and logs, and stained vertical board-and-batten siding both on exterior and interior walls—all of which are documented in the original architectural drawings.

Note, however, that a property does not have to have been designed by an architect in order to have integrity of design. Such integrity also often is present in properties of vernacular origin, such as a farmstead, downtown commercial area, or housing built using standardized plans.



3. SETTING

Integrity of setting means the physical environment of a property is similar to its makeup during the period of significance.

When Selden Hall (134-5286) was built in Virginia Beach in 1932, it was part of a rural area with extensive open spaces. By 2009, Selden Hall was surrounded by new, incompatible development that diminished its integrity of setting. Especially as other Georgian Revival mansions in the vicinity had maintained integrity of setting, Selden Hall lack of integrity of setting factored into the finding that it was not eligible for listing in the registers.



4. MATERIALS

Integrity of materials means the physical elements used at a particular time and in a particular pattern to form a historic property are still in place.

Fleetwood (026-0104) is a c.1842, 2-story, 5-bay frame dwelling with a side-gabled roof and exterior-end brick chimneys located in Dinwiddie County. A 2-story frame addition built in 1926 extends from the rear elevation. By comparing early photos of Fleetwood to present conditions, changes to the property's materials can be traced as original features were removed or covered by installation of vinyl siding, replacement window sash, and a differently styled porch. Its loss of integrity of materials was a primary factor when Fleetwood was not recommended for listing in the registers.



5. WORKMANSHIP

Integrity of workmanship means a property retains the physical evidence of the crafts or artisanship of a particular culture or people during a given period in history or prehistory.

The Baker-Strickler House (054-5034) in Louisa County was built ca. 1859. It retains the idiosyncratic woodwork produced by a local craftsman. A notable example of Greek Revival-style architecture in the county, the building retains much of its original building material in good condition. The interior shows how local craftsmen could impart individual expression into a popular style and distinguish the house from other period Greek Revival-style dwellings. The house's craftsmanship is primitive but well executed and its motifs have a folk quality reminiscent of the decorative tradition of Pennsylvania-German artisans.



6. FEELING

Integrity of feeling means the property expresses the aesthetic or historic sense of a particular period of time in a way that conveys its significance.

The County Training School/Julius Rosenwald High School in Northumberland County was built in 1928. Although its exterior is boarded up, the interior retains features illustrative of its use as an early-20th-century school, thus giving it integrity of feeling.



7. ASSOCIATION

Integrity of association means the property has a direct link to an important historic event, person, design or other significant characteristic.

The Southern Biscuit Company in Richmond retains integrity of association, as demonstrated by its retention of historic signage, structures, and equipment dating to its period of significance. The building dates to 1927, and served the company (also known as FFV and Interbake) until it relocated its cookie and cracker production elsewhere in 2006. The building is an excellent example of industrial design by Francisco & Jacobus, a successful New York firm.



INTEGRITY AND CONDITION ARE NOT THE SAME THING

Many of the buildings used here to explain aspects of integrity were not in good condition when they were evaluated; see the Baker-Strickler House, the Julius Rosenwald High School, and the New Point Comfort Lighthouse. A property may be in poor, or even derelict condition, but may still be able to demonstrate many if not all of the aspects of integrity. Another very good example is the Petersburg Trailways Bus Station (123-5493). The Trailways Station (right) was the site of civil rights protests and sit-ins that occurred during 1960 and 1961. As one of the stops on the historic Freedom Ride civil rights campaign, the bus station witnessed events that were a critical part of the Civil Rights Movement in Petersburg and the Commonwealth of Virginia.

It also is important to remember that alterations to a property during its period of significance can themselves be associated with important events, people, and other aspects of its history. Alterations, therefore, do not always equate with loss of integrity.

ARCHAEOLOGY AND INTEGRITY

An archaeological site's integrity is based on its potential to yield specific data that addresses important research questions to further our understanding of history or prehistory. Aspects of archaeological integrity include retention of intact soils and soil stratigraphy, indicating the extent to which the site has not been disturbed by erosion or manmade forces, as well as intact cultural deposits that include artifacts, building features, tool-making materials, aspects of subsistence practices, and other evidence of historic activities.



MULTIPLE PROPERTY DOCUMENTATION FORMS (MPDs)

A multiple property documentation form (or MPD) is a cover document that serves as a basis for evaluating and demonstrating the Register eligibility of related properties. An MPD has several crucial differences from a nomination for an individual property or a historic district. An MPD is not a nomination in its own right. Instead, it provides a contextual and evaluation framework to apply to a property (or properties) to demonstrate that the properties are eligible for the Registers. For this reason, an MPD is not itself listed in the Registers; it is approved for use with Register nominations.

In the MPD, the themes, trends, and patterns of history shared by the related properties are organized into historic contexts. A nomination, on the other hand, focuses only on the nominated property itself.

The MPD defines the property types that represent those historic contexts, and registration requirements for each type are specified. A property, whether it is an individual property or a historic district, that fits the MPD's registration requirements is said to be "nominated under the MPD."

When a property is nominated under an MPD, the historic contexts presented in the MPD are not repeated in the nomination itself. Instead, the nomination provides information specific to that property's history and explains how the property meets the registration requirements set forth in the MPD.

In this fashion, an MPD streamlines organization of surveys and research of historic properties by presenting context statements and analyses that can link together many different types of historic resources. Because of its scope, an MPD can be an especially useful tool for informing historic preservation planning and to prioritize nominations.

A variety of resource types and historic themes are covered by MPDs that have been approved in Virginia. Just a few examples are:

- *Rosenwald Schools of Virginia*
- *Diners of Virginia*
- *Civil War in Virginia*
- *African American Cemeteries in Petersburg, Virginia, 1818-1942*
- *Historic Gas Stations of Roanoke*
- *Historic Park Landscapes in National and State Parks*
- *Streetcar Suburbs in Northside Richmond*
- *Parkways of the National Capital Region, 1913-1963*
- *Streamline Moderne Houses in Arlington County*
- *Prehistoric through Historic Archaeological Resources & Architectural Resources at Bermuda Hundred*

Links to the full text of each MPD are available at: <https://www.dhr.virginia.gov/historic-registers/mpd/>

PART 4

REVIEWING NOMINATIONS

As a member of the Board of Historic Resources or the State Review Board, one of your most important, and possibly most enjoyable, duties is that of reviewing the nominations for listing historic properties in the VLR and National Register. This section of the manual is designed to help you identify the key elements that the drafts of all nominations should contain and focus on the all-important issue — whether or not the nomination present a substantiated argument for the property’s eligibility for the registers.

THE REVIEW AND APPROVAL PROCESS

Board members are tasked with evaluating if a nomination demonstrates that an individual property or a historic district meets the National Register eligibility criteria, which are covered in Part 3 of the manual.

The Board of Historic Resources then votes to recommend to the State Historic Preservation Officer to approve or disapprove the nomination for listing in the Virginia Landmarks Register. The State Review Board does the same for listing in the National Register of Historic Places.

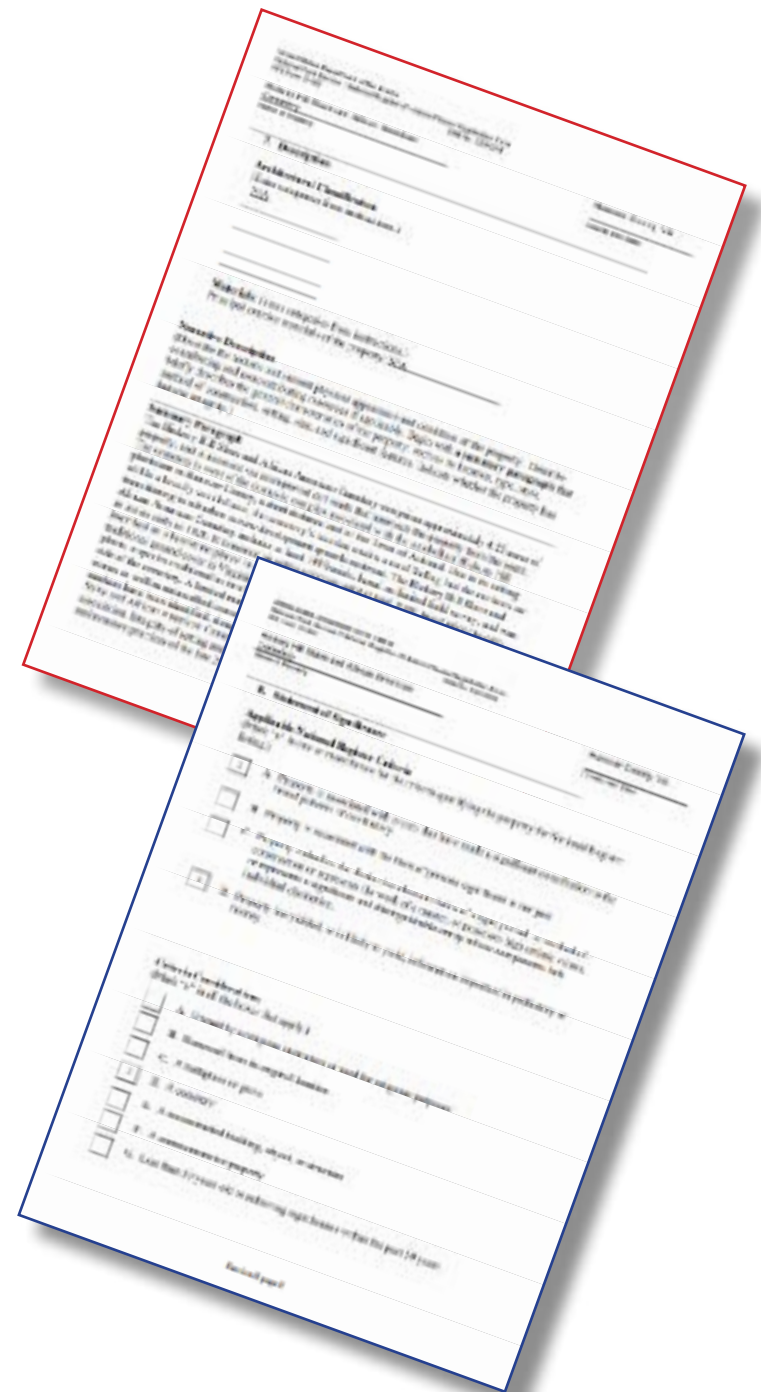
DHR recommends that Board members focus most of their attention on the following materials:

- Nomination Form
 - Section 7 – Architectural Analysis and Inventory
 - Section 8 – Statement of Significance
- Maps
- Photographs

Note: For detailed information about all the work necessary to prepare a nomination, please refer to the following publications:

How to Apply the National Register Criteria for Evaluation (NR Bulletin 15), https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

How to Complete the National Register Registration Form (NR Bulletin 16), <https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>



SECTION 7 OF THE NOMINATION

NARRATIVE DESCRIPTION

This section of the nomination describes the historic and current physical appearance and condition of the property/historic district, as well as contributing and noncontributing (if applicable) resources. The section begins with a summary paragraph that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features, and should indicate the property's historic integrity.

Specific information to look for in the narrative description includes:

- Setting, including streets/roads and landscape characteristics
- Density of built environment and spatial relationships
- General character (urban, rural, industrial, residential, etc.) and physical condition
- Period(s) of construction and, for nominations that include buildings, any architectural styles that are present
- Highlights of the major resources and an overview of contributing/non-contributing resources
- The architectural analysis for a historic district also should explain what qualities distinguish it from its surroundings.

SECTION 8 OF THE NOMINATION

STATEMENT OF SIGNIFICANCE

The Statement of Significance explains how the property meets the National Register criteria. It is based on field survey, scholarly research, and analysis.

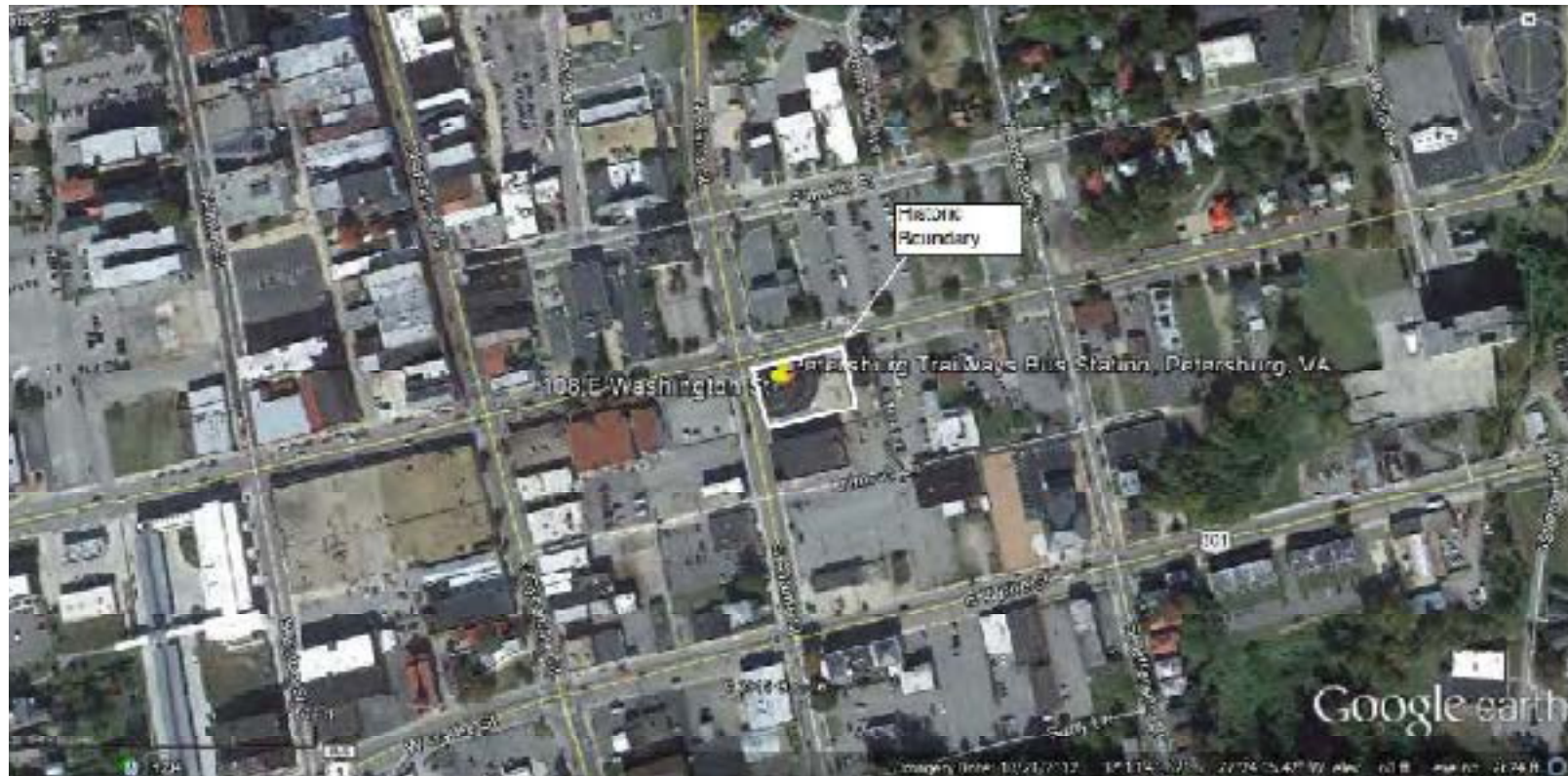
This section should

- State what National Register Criteria apply – A, B, C, and/or D.
- Specify if any Criteria Considerations apply – A through G.
- Include at least one Area of Significance under at least one Criterion.
- Explain the Period of Significance.
- Identify other important characteristics – significant dates, persons, cultural affiliation, and/or architects/builders
- Provide a narrative that builds an argument for significance:
- Make a clear connection between each area of significance, its corresponding criterion, and period of significance.

This section does not have to include a comprehensive history of the property or a list of owners! The narrative in the section focuses on the events, activities, and characteristics that make the property significant as defined in the National Register and VLR programs.

THE LOCATION MAP

The location map provides a precise location for the nominated property by including a map that shows the property's historic boundaries, the precise latitude/longitude coordinates for its location, and a map with nearby cross streets or roads. Shown here is a location map for the Petersburg Trailways Bus Station.

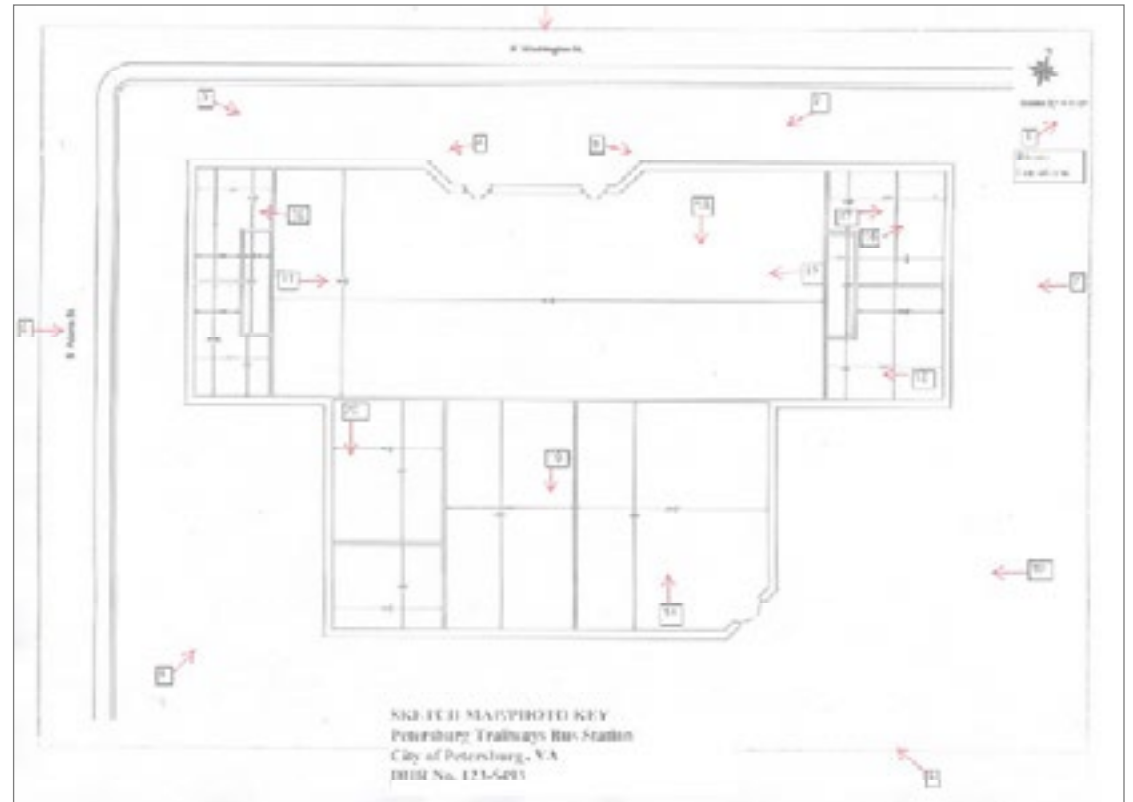


LOCATION MAP
Petersburg Trailways Bus Station
City of Petersburg, VA
DHR No. 123-5493
Latitude: 37.227922
Longitude: -77.401506

THE SKETCH MAP AND LOCATION KEY

The sketch map shows the locations of all contributing and non-contributing resources within the property. The photo key shows the locations from which photographs were taken.

Shown here is a sketch map and photo key (right) for the Petersburg Trailways Bus Station.



PHOTOS

Photographs are one of the key components of a nomination to the registers. Without photos, a nomination cannot be considered final and a property will not be listed in the Registers even if all other pieces of the nomination packet are complete.

The photos that accompany a nomination are meant to provide an overview of the historic property's current condition and to demonstrate that the nominated property has the characteristics necessary for listing in the Registers.

Photos provide representative views of contributing and non-contributing resources as well as a property's general setting. The goal is to include photos that place educational/descriptive value above aesthetics.

While dramatic and colorful the photo (top right) of the cottage at the Craig County Poor Farm (022-5013) is less descriptive than the photo (bottom right) which does a better job placing the various resources at the property in context. Or, as was remarked in an exchange among DHR staff,

“The cottage photo is indeed a striking image but it implies an extra insult to being poor. Seriously, my concern is that the cottage photo may give a misleading impression of what is actually the landmark, which is a poor farm. The landmark here is by definition a farm—a cultivated landscape with a complex of buildings serving the needs of the residents. The other image illustrates that.”

For an individually nominated property, exterior and interior views of the primary resources must be provided, as well as exterior views of secondary resources such as sheds or outbuildings. Sites, structures, and objects historically associated with the property also should be photographed. Thus, for example, if a historic mill is being nominated, pictures of the building's exterior and interior must be submitted as well as the mill race, mill pond, and dam (or those that are still extant).

For a historic district nomination, only exterior views of buildings are required, along with photos of any historically associated sites, structures, and objects, such as a historic garden, a bridge, or a fountain. The number of photographs needed will depend on the district's characteristics.



PART 5

PUBLIC PARTICIPATION IN THE NOMINATION PROCESS

Federal and state regulations require DHR to provide written notification of a nomination to property owners and local governments so they may participate in the nomination process.

- No nomination may proceed without provision of public participation.
- Private property owners must be provided opportunities to object to a proposed nomination that includes their property.
- County, Independent City, and incorporated Town officials must be invited to comment on proposed nominations.
- Certified Local Governments (CLGs) also have a specific role in the nomination process that is established by the National Historic Preservation Act. See Part 6 for more information about CLGs.

WHO ELSE MAY PARTICIPATE?

- Other interested parties, such as preservation advocates, historical societies, and members of the public, also are welcome to comment on a proposed nomination.
- Virginia law requires that owners of property immediately adjacent to a nominated property be notified in writing of the proposed nomination.
- An adjacent property owner does not have the right to object to a nomination, but is invited to comment on the nomination.

WHAT ARE TYPICAL STEPS IN THE PUBLIC PARTICIPATION PROCESS?

BEFORE the nomination is submitted to DHR:

For a historic district:

- Proponents are expected to hold at least 1-2 public meetings to provide affected property owners with an opportunity to learn more about the nomination, to ask questions, and otherwise to engage in the nomination process.
- DHR's Regional staff are available to advise proponents on public outreach methods and to provide informational materials about the Register program. It is the responsibility of the district's proponents to conduct sufficient outreach to gauge if adequate support exists among property owners to proceed with a nomination.

For an individually nominated private property:

- An applicant is expected to inform DHR's Regional staff if the property has more than one owner.
- DHR advises that all of the property's owners be made aware of a proposed nomination so that they can decide together whether to proceed.
- DHR staff are available to answer any questions owners may have about the Register program.

AFTER the nomination has been scheduled for presentation at a joint Board meeting:

- State and Federal regulations require DHR's staff to send notification letters via first-class U.S. mail to all property owners within the historic boundaries of a nominated historic district and for an individually nominated property.
- State regulations require DHR to notify by the same means all owners of property immediately adjacent to the historic boundaries of the nominated historic district or individual property.

NOTIFICATION LETTERS

Notification letters invite property owners, if they so choose, to:

- Comment on a proposed nomination to DHR staff via letter/email/phone;
- Attend the public hearing DHR hosts for a historic district nomination (hearings are not required for individual property nominations); and/or
- Attend the Board meeting where the nomination will be presented.

DHR provides copies to Board members of comment letters or emails received from property owners prior to the Board meeting.

State and Federal regulations require that DHR notify the chief elected and administrative officials of the County, Independent City, and, if applicable, the incorporated Town of nominations for any historic district and/or any individually nominated properties within their respective jurisdictions.

Elected and administrative officials are invited to comment on a nomination if they so choose.

DHR provides to Board members copies of any comment letters or emails received from local officials prior to the Board meeting.

WHEN DOES NOTIFICATION TAKE PLACE?

For Private Property Owners:

- For historic districts, written notification takes place at least 60 calendar days prior to the Board meeting at which the nomination is scheduled to be presented.
- For individually nominated private properties, written notification takes place no less than 39 days prior.

For Local Governments:

- Certified Local Governments are notified a minimum of 60 calendar days prior to the Board meeting at which the nomination is scheduled to be presented. (See Part 6 for more information about CLGs.)
- Non-CLGs are notified a minimum of 30 calendar days prior to a Board meeting.

HISTORIC DISTRICT PUBLIC HEARINGS

For a historic district nomination, a public hearing within the historic district or at the local seat of government must take place about 30 days prior to the Board meeting.

DHR staff members coordinate and host the hearing.

Property owners, adjacent owners, local government officials and staff, and the general public may attend, but are not required to do so.

Attendance is not required of private property owners who support or object to the nomination.

WHAT HAPPENS TO PUBLIC COMMENTS?

Copies of written comments are provided to each Board member and to the State Historic Preservation Officer.

Copies of written comments accompany nominations to the National Park Service.

Copies of written comments are retained in DHR's permanent Archives.

DETERMINATION OF ELIGIBILITY

Federal and state regulations specify that a proposed nomination will not proceed if a majority of private property owners object in writing. In such instances, DHR forwards the nomination to the National Park Service to request a Determination of Eligibility. If determined eligible by the National Park Service, the nominated property is treated the same as a listed property during federal environmental review projects.

HOW THE OBJECTION PROCESS IS CONDUCTED

Since the early 1980s, a formal procedure for a property owner of a nominated property to object to a proposed Register listing has been in place. In November 2021, the National Park Service changed the property owner objection process. Prior to this, the objection process for National Register and VLR nominations was the same. State regulations concerning objections to VLR nomination have not changed. DHR now manages each objection process as required by state and federal regulations.

EXACTLY WHO CAN OBJECT TO A NOMINATION?

A *private* property owner has the right to object to listing in the VLR or the NRHP, or object to listing in both registers. For a private property that is being individually nominated, each owner or partial owner of the property may object to listing regardless of the portion of the property that party owns. For a historic district that is being nominated, each owner of private property in the district is counted as one individual regardless of how many properties that party owns, and regardless of whether the properties contribute to the significance of the district. Regardless of how many separate properties a person or entity owns in a district, they receive one vote.

HOW DOES A PROPERTY OWNER SUBMIT THEIR OBJECTION TO DHR?

The private property owner's objection to listing must be provided to DHR in writing a minimum of 7 business days prior to the Board meeting in order to be conveyed to members of the Board of Historic Resources and State Review Board.

Objecting to a VLR Nomination

When objecting to listing in the VLR, any owner or partial owner of private property shall submit to DHR a written statement of objection that has been attested and notarized by a notary public, that references the subject property by address and/or parcel number, and that certifies that the party is the sole or partial owner of the private property, as appropriate. Only upon such submission shall such objecting owner be counted by DHR in determining whether a majority of private property owners has objected to a nomination of a property to the VLR.

Objecting to a National Register Nomination

When objecting to listing in the NRHP, the objecting private property owner must provide their objection in writing and include the same content as specified in the paragraph above; however, objection letters concerning NRHP listing are not required to be notarized. In accordance with Section 1746 of Title 28 of the U.S. Code, a written objection should state "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)".

Objecting to Both Register Nominations

A property owner may submit a single written objection to listing in both the VLR and NRHP, but in order for the objection to be applied to the VLR listing, the letter must be notarized.

A MAJORITY OF PROPERTY OWNERS MUST OBJECT TO HALT THE NOMINATION PROCESS

Please note that 100% support among owners within a district or of an individual property is not necessary in order for a nomination to proceed. Receipt of a small number of objections is not sufficient grounds to halt or postpone a nomination. DHR staff monitor objections closely and will not present a nomination to the SRB and BHR if a majority (50% plus 1) of private property owners have objected. Instead, DHR will request a Determination of Eligibility from the Keeper of the National Register.

DHR CONVEYS LETTERS OF OBJECTION TO SRB AND BHR MEMBERS

Letters of objection received a minimum of 7 business days prior to the Board meeting will be copied to the members of the SRB and BHR for review, along with the name of the nomination to which they refer. If, at the Board meeting, the nomination is approved to proceed to the NRHP, all letters of objection will be forwarded to the National Park Service to consider with their review of the nomination, along with any letters of support or comment that DHR has received. Letters of objection to listing in the NRHP may be submitted to DHR even after the Board meeting at which the nomination is approved. DHR will forward any such letters of objection to the National Park Service. The National Park Service continues to accept letters of objection up to the date of listing in the NRHP. The National Park Service typically concludes review of a nomination within approximately 55 days of receipt of the nomination from DHR.

WHAT HAPPENS TO PROPERTY OWNER OBJECTIONS?

For an individually nominated private property or a historic district nomination, if a majority of the private property owners object according to the process described above, the nomination will not proceed. As the State Historic Preservation Office, DHR shall submit the nomination to the National Park Service's Keeper for a Determination of Eligibility of the property for the NRHP. If the property is then determined eligible, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the federal agency may fund, license, or assist a project which will affect the property.

PART 6

LOCAL GOVERNMENT ROLES IN THE NOMINATION PROCESS

NON-CERTIFIED LOCAL GOVERNMENT JURISDICTIONS

In the parlance of the Register program, non-CLG jurisdictions are the Counties, Independent Cities, and incorporated Towns that have not applied for Certified Local Government status. Such local governments may, or may not, have a dedicated staff member to manage issues related to historic properties in their locality.

Regardless, both state and federal regulations require DHR to notify local governments whenever a property within their jurisdiction is being nominated to the Registers.

DHR sends written notification to the locality's chief elected official and chief administrative official no less than 30 days prior to the Board meeting at which the nomination is scheduled to be presented.

The notification includes information about the Register nomination process in general and about the specific property being nominated.

The notification invites local government officials to comment to DHR staff via letter/email/phone and to attend the Board meeting.

Local government officials are not required to comment on a proposed nomination, nor are they required to attend the Board meeting at which the nomination will be presented.

Local government officials who attend the Board meeting are invited to speak, but are not required to do so.

All written comments that DHR receives from local officials about a nomination are forwarded to DHR's Director (who is also the State Historic Preservation Officer) and to Board members for consideration during the nomination review.

DHR also includes any letters of support, objection, or comment on the nomination that we receive from the non-CLG jurisdiction along with the nomination materials submitted to the National Park Service.

CERTIFIED LOCAL GOVERNMENT (CLG) JURISDICTIONS

The National Park Service, working with DHR, manages the Certified Local Government program. Section 101 (c) (1) of the National Historic Preservation Act, as amended (16 U.S.C. 470 et. seq.) states that a local government will be designated a CLG if it:

- Enforces appropriate state or local legislation for the designation and protection of historic properties;
- Has established an adequate and qualified historic preservation review commission by state or local legislation;
- Maintains a system for the survey and inventory of historic properties;
- Provides for adequate public participation in the local historic preservation program, including the process of recommending properties for nomination to the National Register; and
- Satisfactorily performs the responsibilities delegated to it under this Act.

For historic district and individual property nominations within a CLG’s jurisdiction, DHR sends notification letters and nomination materials to the locality’s chief elected official, chief administrative official, and the staff member assigned to the CLG’s local Architectural Review Board. Notification is sent no less than 60 days prior to the Board meeting at which the nomination is scheduled to be presented.

Exception: The CLG notification procedures do not apply when a nomination is processed by or through the CLG itself (as, for example, a nomination paid for by the CLG using grant funds administered by DHR) and when the CLG provides its recommendation and report to DHR along with the nomination package.

REVIEW AND RECOMMENDATION BY THE CLG

In addition to the CLG’s chief elected and administrative officials, the CLG’s Architectural Review Board (ARB) is tasked with reviewing and commenting on the nomination at a public meeting.

If either or both the ARB and the chief elected local official recommend that the property is eligible for nomination, DHR will present the nomination to the State Review Board in accordance with federal regulations and to the Board of Historic Resources in accordance with state regulations.

If both the ARB and the chief elected local official recommend that the property not be nominated, DHR will not present the nomination to the Boards

The National Historic Preservation Act permits an appeal to be filed to allow the nomination to proceed. DHR and the National Park Service administer the appeal process.

If DHR does NOT receive from the CLG any report or recommendation about a nomination within 60 calendar days, then we will present the nomination to the Boards.

Any report and recommendation made by the CLG shall be included with any nomination submitted by DHR to the review Boards and to the National Park Service.

CERTIFIED LOCAL GOVERNMENTS IN VIRGINIA (AS OF JANUARY 1, 2022)

Abingdon (Town)	Danville (City)	Loudoun County	Pulaski (Town)	Suffolk (City)
Alexandria (City)	Fairfax (City)	Lynchburg (City)	Richmond (City)	Virginia Beach (City)
Arlington County	Fairfax County	Manassas (City)	Roanoke (City)	Warrenton (Town)
Blacksburg (Town)	Fredericksburg (City)	Martinsville (City)	Smithfield (Town)	Williamsburg (City)
Cape Charles (Town)	Hanover County	Middleburg (Town)	Spotsylvania County	Winchester (City)
Charlottesville (City)	Herndon (Town)	Norfolk (City)	Stafford County	
Clarke County	Leesburg (Town)	Petersburg (City)	Staunton (City)	
Culpeper (Town)	Lexington (City)	Prince William County	Stephens City (Town)	

PART 7

DETAILED GUIDANCE AND INFORMATION SOURCES

Guidance materials about the Register program are extensive in volume and range. DHR suggests the following information sources as a good starting place to learn more. Detailed Guidance Materials Available on the DHR Website at <https://www.dhr.virginia.gov/historic-register/historic-registers-guidance-and-training-materials/> includes:

- *A Brief Sketch of Historic Preservation in America*
- *Key Points about the National and State Register Process for Property Owners*
- *Facts Regarding Designation of Historic Districts*
- *Notification and Public Participation Processes for Nominations*
- *Board Meetings National Register Information*
- *Register Nomination Checklist*
- *Comparison Chart of Four Types of Historic Districts*
- *Guide to the Essentials for Evaluating and Nominating a Property to the Registers*
- *Property Owners' FAQs about the Registers*
- *Register Eligibility of Historic Cemeteries*

It also includes the two DHR Architectural Style Guides available at <https://www.dhr.virginia.gov/publications/>:

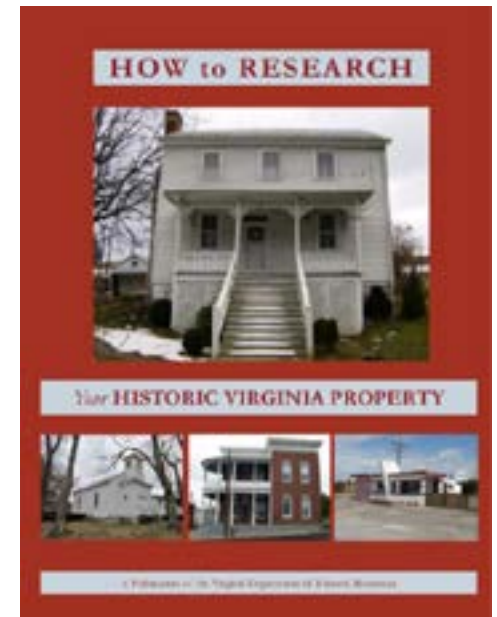
- *Classic Commonwealth – Virginia Architecture from the Colonial Era to 1940*
- *New Dominion Virginia*

Here you will also find the DHR guide for researching historic properties: *How to Research Your Historic Virginia Property*

DHR SURVEY AND REGISTER PROGRAM SPECIAL INITIATIVES

The following initiatives are based on the Register program's current priorities to broaden the scope and expanse of property types, historic people, and time periods represented in Register listings in Virginia:

New Dominion Virginia (includes Civil Rights, Modern Architecture, and Special Papers): <http://www.dhr.virginia.gov/NewDominion/index.htm>



African American Historic Sites in Virginia (a growing compilation of historic properties listed in the VLR and National Register for their association with Black history): <https://www.dhr.virginia.gov/historic-register/black-history-month/>. A collection of annotated bibliographies for researchers also is available here. Each bibliography concerns a specific period: the Civil Rights Movement, the Reconstruction Era, and known African American architects who worked in Virginia during the 20th century.

LGBTQ Heritage in Virginia (a special project in support of the National Park Service's new NHL theme study): <http://www.dhr.virginia.gov/NewDominion/indexLGBTQ.htm>

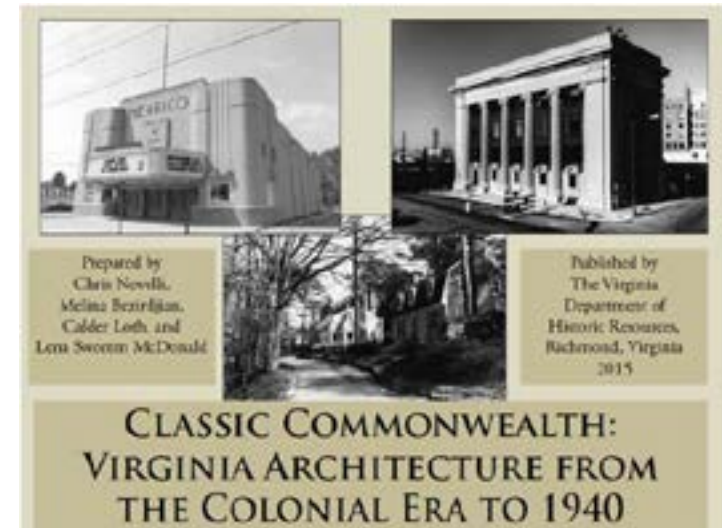
Continuity within Change: Virginia Indians. This pilot project about Virginia Indian tribes from the 17th through 20th centuries was conducted in partnership with the American Indian Resource Center and the College of William and Mary. Funding was provided in part by the NPS Underrepresented Communities Grant Program.

Assessing Rosenwald Schools in the Virginia Piedmont. A survey project in partnership with Preservation Virginia and funded by the NPS Underrepresented Communities Grant Program.

Rehabilitation of Historic Third Street Bethel A.M.E. Church in Richmond. A construction project in partnership with the Trustees of Third St. Bethel with funding provided by the African American Civil Rights Grant Program of the National Park Service.

Archaeological Survey of the Pamunkey Reservation. A survey project in partnership with the Pamunkey Tribe and the College of William and Mary with funding provided by the DHR Threatened Sites Program and the Tides Foundation.

African American Watermen Survey & Multiple Property Document. The purpose of this project is to prepare a MPD focused on historic resources associated with African American watermen in a portion of Virginia's Chesapeake Bay watershed. A selective reconnaissance level architectural survey of approximately 200 properties with historic resources will be conducted while the MPD and accompanying nomination are prepared.



BYLAWS OF THE COMMONWEALTH OF VIRGINIA BOARD OF HISTORIC RESOURCES

ARTICLE I. NAME AND ADDRESS

The name of this organization is the “Commonwealth of Virginia, Board of Historic Resources” (the “Board”). The office of the Board is the office of the Commonwealth of Virginia, Department of Historic Resources (the “Department”), with an address of 2801 Kensington Avenue, Richmond, Virginia 23221.

ARTICLE II. MISSION STATEMENT

The Board serves as a policy board to the Department. The Department’s mission is to encourage, stimulate, and support the identification, evaluation, protection, preservation, and rehabilitation of the Commonwealth of Virginia’s (the “Commonwealth”) significant historic, architectural, archaeological, and cultural resources; establish and maintain a permanent record of those resources; and foster a greater appreciation of these resources among the citizens of the Commonwealth.

ARTICLE III. POWERS AND DUTIES

A. Duties of the Board. The Board shall have all the rights, powers and duties bestowed by and be subject to the limitations and restrictions set forth in Title 10, Chapter 22, Section 10.1-2204 of the Code of Virginia, including but not limited to the following:

1. Designate historic landmarks, including buildings, structures, districts, objects and sites which constitute the principal historical, architectural, archaeological, and cultural resources which are of local, statewide or national significance for inclusion on the Virginia Landmarks Register and withdraw such designation either upon a determination by the Board that the property has failed to retain those characteristics for which it was designated or upon presentation of new or additional information proving to the satisfaction of the Board that the designation had been based on error of fact;
2. Establish and endorse appropriate historic preservation practices for the care and management of designated landmarks;
3. Approve the proposed text and authorize the manufacture of highway historical markers;
4. Acquire by purchase or gift battlefield properties and designated landmarks, or easements or interests therein;
5. Review the programs and services of the Department, including annual plans and make recommendations to the Director and the Governor concerning the effectiveness of those programs and services;

6. In cooperation with the Department, and through public lectures, writings, and other educational activities, promote awareness of the importance of historic resources and the benefits of their preservation and use; and
7. Apply for gifts, grants and bequests for deposit in the Historic Resources Fund to promote the missions of the Board and the Department.

B. Promulgation of Regulations.

1. The Board shall promulgate regulations necessary to carry out the powers and duties set forth in Article III, Section A, including at a minimum criteria and procedures for the designation of historic landmarks, including buildings, structures, districts, objects, and sites to the Virginia Landmarks Register. Such regulations shall be not inconsistent with the National Historic Preservation Act of 1966 (54 U.S.C. §§ 300101-307108), as amended, and its attendant regulations.
2. The Board also shall promulgate regulations regarding the issuance of permits by the Director for the archaeological excavation of human burials in accordance with the Virginia Antiquities Act (Va. Code Ann. §§ 10.1-2300-2306), as amended.
3. All regulations of the Board shall be promulgated in accordance with the Virginia Administrative Process Act (Va. Code Ann. § 2.2-4000-4032), as amended.

ARTICLE IV. BOARD MEMBERS

- A. Number and Appointment. The Board shall consist of seven (7) members, each of which shall be appointed by the Governor and confirmed by the General Assembly.
- B. Term. Unless otherwise removed, each member of the Board shall serve for a term of four (4) years, except for those members who are appointed to fill vacancies, who will serve for the remainder of such unexpired term.
- C. Removal. The Governor may remove a member of the Board for malfeasance, misfeasance, incompetence, misconduct, neglect of duty, absenteeism, conflict of interests, failure to carry out the policies of the Commonwealth as established in the Virginia Constitution or by the General Assembly, or refusal to carry out a lawful directive of the Governor and fill the vacancy resulting from the removal subject to confirmation by the General Assembly.
- D. Resignation. Any member of the Board may resign at any time by giving written notice of his or her resignation to the Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.
- E. Compensation. Members of the Board shall serve without financial remuneration, except they shall be reimbursed for actual expenses and per diem incurred in the discharge of their duties in accordance with the laws of the Commonwealth.

ARTICLE V. OFFICERS

A. Offices. The Board shall have a Chairman and a Vice Chairman. No officer may hold more than one (1) office at any one time.

B. Term and Election. The Board shall elect a Chairman and a Vice Chairman from the members of the Board. Each officer shall serve for a term of one (1) year or until the member's term as a Board member expires. The Chairman may not serve for more than two (2), consecutive one (1) year terms.

C. Removal. The Chairman or the Vice Chairman may be removed from office with or without cause at any time whenever the members of the Board determine, in their absolute discretion, that the best interests of the Board and the Department would be served thereby. Notwithstanding the foregoing, removal shall require a vote of a majority of the entire Board (excluding the Board member holding the office that is the subject of the removal).

D. Resignation. Any member of the Board serving as the Chairman or the Vice Chairman may resign from such office at any time by giving written notice of his or her resignation to the Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.

E. Vacancies. In the event that the Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the Vice Chairman shall immediately serve as the Chairman for the remainder of the term. In such cases the Board shall elect a new Vice Chairman for the remainder of the term. In the event that the Vice Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the Board shall elect a new Vice Chairman for the remainder of the term.

F. Duties of Officers.

1. Chairman. The Chairman shall preside at all meetings of the Board and shall vote as any other member of the Board. The Chairman may appoint committees and call special meetings of the Board in accordance with these Bylaws. The Chairman shall act as the Board's spokesperson subject to the approval of the Board and otherwise shall perform such duties the Board may from time to time assign.

2. Vice Chairman. The Vice Chairman shall perform the duties and exercise the powers of the Chairman during the Chairman's absence or inability to render and perform his or her duties or exercise his or her powers. The Vice Chairman also shall perform such duties the Board may from time to time assign.

G. Secretary. The Director of the Department shall serve as Secretary to the Board. The Director may designate a staff member of the Department to serve in his or her place at any time and from time to time. The Secretary shall attend all meetings of the Board; have charge of such books, documents and papers as the Board may determine; keep, or cause to be kept, a record of the meetings of the Board; give, or cause to be given, notice of all meetings of the Board; and perform all other duties incident to the office of Secretary. The record of a meeting of the Board kept, or caused to be kept, by the Secretary shall be deemed to be the official minutes of such meeting.

H. Special Committee. The Board may (i) create one (1) or more special committees for the purposes of making recommendations regarding actions, determinations, or decisions to be made by the Board at meetings of the Board and (ii) appoint members of the Board to serve on such special committees. Each

committee shall have two (2) or more members, who shall serve at the pleasure of the Board. No special committee shall have any authority to exercise any power or act on behalf of the Board.

ARTICLE VI. MEETINGS

A. Actions of the Board. No action shall be taken by the Board unless such action has been voted on by the Board at a regular or special meeting in accordance with these Bylaws and the laws of the Commonwealth.

B. Regular Meetings.

1. Regular Meetings. The Board shall meet no less than quarterly each calendar year at a time and place to be determined by the Director. The Board shall approve the dates of such regular meetings for the next calendar year no later than the last regular meeting of the then current calendar year.

C. Special Meetings. Special meetings of the Board may be called by the Chairman or by not less than three (3) members of the Board.

D. Notice.

1. Board Member Notice. Notice of meetings other than regular meetings shall be delivered to all Board members at least forty-eight (48) hours prior to such meeting in writing, including without limitation electronic transmission, or by telephone stating the time, place, and purpose of the meeting.

2. Public Notice.

(a) Regular Meetings. Notice of regular meetings of the Board shall be provided to the public at least three (3) business days prior to such meeting by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the electronic calendar maintained by the Virginia Information Technologies Agency (the "Commonwealth Calendar"); and (iii) on the Department's website. The notice shall contain the date, time, and location of the regular meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the Board, unless exempt under FOIA, shall be made available (a) at the Archives of the Department when they are sent to the members of the Board, and (b) at the regular meeting.

(b) Special Meetings. Public notice, reasonable under the circumstance, of meetings other than regular meetings shall be given contemporaneously with the notice provided to the members of the Board by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the Commonwealth Calendar; and (iii) on the Department's website. The notice shall contain the date, time, and location of the meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the Board, unless exempt under FOIA, shall be made available (a) at the Archives of the Department when they are sent to the members of the Board, and (b) at the regular meeting.

E. Quorum and Voting. The presence, in person, of a majority of the members of the Board at a meeting shall constitute a quorum for the transaction of business. Except as otherwise required under these Bylaws, if a quorum is present when a vote is taken, the affirmative vote of a majority of the members of the Board present shall be the act of the Board. No member of the Board shall be allowed to vote by proxy. A member shall be deemed present at a meeting if participating by electronic communication means in accordance with these Bylaws and the laws of the Commonwealth.

F. Conduct of Meetings. All meetings shall be conducted by the application of parliamentary procedures as specified in “Robert’s Rules of Order.” The Chairman shall preside over all meetings of the Board. If the Chairman is absent the Vice Chairman shall preside. If neither the Chairman, nor the Vice Chairman is present at a meeting, but a quorum is present, the members shall elect a temporary chairman to preside over the meeting. The Director may appoint a temporary chairman if a consensus cannot be reached by the members of the Board.

G. Remote Participation in Regular Meetings. The Board may conduct a regular meeting through electronic communication where:

1. A quorum of the Board is physically assembled at the primary meeting location;
2. Notice of the meeting is given to the public at least three (3) business days prior to such meeting containing (i) the date, (ii) the time, (iii) all locations, (iv) a telephone number that may be used at remote locations to notify the primary location of any interruption in the telephonic or video broadcast of the meeting at the remote locations; and (v) a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received; and
3. The remote locations are open to the public and persons attending the meeting at one of the remote locations is afforded the same opportunity to address the Board as those attending at the primary location.

Copies of all materials furnished to the members of the Board, unless exempt under FOIA, shall be made available (a) at the Archives of the Department when they are sent to the members of the Board, and (b) at each location of the regular meeting. Votes taken during a regular meeting conducted through electronic communications means shall be recorded by name in roll-call fashion and included in the minutes. If the Board holds a regular meeting conducted through electronic communications means, it must hold at least one (1) regular meeting where the members of the Board are physically assembled at one location and no members participate by electronic communications means.

H. Remote Participation in the Event of an Emergency or Personal Matter. The Board may conduct any meeting through electronic communication means from a remote location that is not open to the public where:

1. A quorum of the Board is physically assembled at the primary meeting location;
2. The voice of the remotely participating member can be heard by all persons at the primary meeting location; and
3. On or before the day of the meeting, either:

(a) the member notifies the Director that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated; or

(b) the member notifies the Director that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents his or her physical attendance and the Board records this fact and the remote location from which the member participated in its minutes.

Participation by a member of the Board from a remote location shall be approved unless such participation would violate this Article VI, Section G, or the provisions of FOIA. If a member's participation from a remote location is challenged, then the Board shall vote whether to allow such participation. If the Board votes to disapprove of the member's participation because such participation would violate this Article VI, Section G, such disapproval will be recorded in the minutes with specificity. Remote participation by a member of the Board under Article VI, Section G.3.(a), shall be limited to the lesser of two (2) meetings of the Board in one (1) calendar year or twenty-five (25%) of the meetings of the Board in one (1) calendar year. If a member's participation from a remote location is disapproved by the Board because such participation violates this Article VI, Section G, such disapproval shall be recorded in the minutes with specificity.

I. Meeting Minutes.

1. Minutes of a meeting of the Board shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the Board recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated, or decided, and a record of the votes taken. For meetings conducted through electronic communications means, the minutes shall also include (a) the names and remote locations of the members of the Board who participated through electronic communications means; (b) the names of the members of the Board who participated at the primary location; (c) the names of the members of the Board, if any, that were not present at any of the locations in (a) or (b) but monitored the meeting through electronic communications means.

2. The official minutes of all meetings of the Board shall be posted on the Department's website and the Commonwealth Calendar. A draft of the official minutes shall be posted as soon as possible but no later than ten working (10) days after the conclusion of the meeting. The draft of the official minutes shall be reviewed, revised, and approved by the Board at the next regular meeting. The final, approved meeting minutes shall be posted within three (3) working days of such regular meeting.

ARTICLE VII. CONFLICTS OF INTEREST

Members of the Board must avoid conflicts of interest, whether real or apparent, in their decision making and are expected to be objective in their advice and decisions. Members of the Board cannot benefit directly or indirectly (through financial or personal gain) from a decision in which they participate. This prohibition applies not only to the members of the Board, but their families, employees, agents, partners, and associates. This also applies where a situation may appear to affect a member's objectivity or where a person may appear to have an unfair advantage or influence because of his or her relationship with the Board or Department.

A. State Law. Members of the Board shall be governed by all of the provisions of state law concerning conflicts of interest, including without limitation, the State and Local Government Conflicts of Interest Act (Va. Code Ann. §§ 2.2-3100-3131), as amended.

B. Actions Required Where a Real or Apparent Conflict Exists. In addition to any actions required by law, the Board shall be subject to the Department's policies on conflicts of interest. In the absence of such policies, members of the Board, at a minimum, shall comply with the following guidelines:

1. The conflicted member must disclose to the Board and the Director in writing the existence of any actual or apparent conflict of interest as soon as the conflict becomes apparent, but, at a minimum, before the issue or actions for which the conflict exist is acted upon by the Board or brought to resolution.
2. The conflicted member must abstain from discussing with the other members of the Board, the Director, and Department staff any issue, matter, or transaction in which the Board or Director has determined that he or she has a conflict of interest unless specifically asked by the Board to give information on the issue, matter, or transaction.
3. At a meeting of the Board the conflicted member must absent himself or herself from Board discussions on any issue, matter, or transaction involving the conflict of interest, unless requested by the Board to give information on the issue, matter, or transaction.
4. At the meeting of the Board the conflicted member must absent himself or herself and abstain from voting on any such issue, matter, or transaction.
5. The minutes of any meeting of the Board at which votes are taken shall record the identity of the conflicted member, his or her abstention, the reasons for the abstention, and whether the member absent during the Board's vote on such issue, matter, or transaction.

ARTICLE VIII. AMENDMENT OF BYLAWS

These Bylaws may be modified, amended, and/or restated only by a vote of at least two-thirds (2/3) of the members of the full Board at any regular meeting of the Board. On or before July 1st of each calendar year, these Bylaws shall be reviewed by the Department and the Office of the Attorney General for compliance with the then current law of the Commonwealth. If after such review these Bylaws are found to be in conflict with the law of the Commonwealth, these Bylaws shall be revised by the Office of the Attorney General and presented to the Board at the next regular meeting.

BYLAWS OF THE VIRGINIA STATE HISTORIC PRESERVATION OFFICE REVIEW BOARD

ARTICLE I. NAME AND ADDRESS

The name of this organization is the “Virginia State Historic Preservation Office Review Board” (the “State Review Board”). The office of the State Review Board is the office of the Commonwealth of Virginia, Department of Historic Resources (the “Department”), with an address of 2801 Kensington Avenue, Richmond, Virginia 23221.

ARTICLE II. MISSION STATEMENT

The State Review Board serves as an advisory board to the State Historic Preservation Officer (“SHPO”). The State Review Board’s mission is to function primarily as a professional body that objectively evaluates the historic significance of properties in the Commonwealth of Virginia (the “Commonwealth”) and provides professional advice on historic preservation matters.

ARTICLE III. POWERS AND DUTIES

A. Duties of the State Review Board. The State Review Board shall:

1. review each nomination forwarded by the SHPO to the Keeper of the National Register of Historic Places (the “Keeper”) prior to submission to the Keeper and make a recommendation to the SHPO as to whether the property meets the criteria for listing in the National Register of Historic Places (the “National Register”);
2. participate in the review of National Register nomination appeals and provide written opinions on the issues or matters of the appeal;
3. provide advice on documentation submitted in conjunction with the Commonwealth’s historic preservation plan and the Historic Preservation Fund, including, without limitation, grant applications, sub-grant proposals, and the Commonwealth’s End-of-Year Report;
4. provide general advice and professional recommendations to the SHPO in conducting the comprehensive statewide survey, preparing the historic preservation plan, and carrying out the other duties and responsibilities of the SHPO;
5. review preliminary applications for nomination of properties to the National Register and advise Department staff on the eligibility of such properties; and
6. perform such other duties as may be appropriate and requested by the SHPO.

ARTICLE IV. BOARD MEMBERS

A. Number and Appointment. The State Review Board shall consist of not less than five (5) and not more than seven (7) members, each of which shall be appointed by the SHPO.

B. Qualification. All State Review Board members must have demonstrated competence, interest, or knowledge in historic preservation. A majority of the members of the State Review Board must meet the Secretary of the Interior's (Historic Preservation) Professional Qualifications Standards, which are a part of the larger Secretary's Standards and Guidelines for Archaeology and Historic Preservation ("Qualifications Standards"). The members meeting the Qualifications Standards must include at a minimum, one (1) individual meeting the Qualifications Standards for history, one (1) individual meeting the Qualifications Standards for prehistoric archaeology or historic archaeology, and one (1) individual meeting the Qualifications Standards for architectural history. One (1) person may meet the Qualifications Standards for more than one (1) discipline. The SHPO may determine what additional disciplines under the Qualifications Standards may be represented by the majority.

C. Term. Unless otherwise removed, each member of the State Review Board shall serve for a term of four (4) years, except for those members who are appointed to fill vacancies, who will serve for the remainder of such unexpired term. The SHPO may appoint the same member for up to three (3), four (4) year terms. Members who have served two (2) consecutive four (4) year terms may be eligible for reappointment to a third term following a lapse of one (1) year or by reappointment by a new incoming SHPO.

D. Removal. The SHPO may remove a member of the State Review Board with or without cause at any time whenever the SHPO, in his or her absolute discretion, determines that the best interests of the State Review Board and the Department would be served thereby.

E. Resignation. Any member of the State Review Board may resign at any time by giving written notice of his or her resignation to the SHPO. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.

F. Vacancy. The SHPO shall cause to be filled any vacancy arising among the members of the State Review Board within thirty (30) calendar days of the SHPO's notification that such vacancy exists.

G. Compensation. Members of the State Review State Review Board shall serve without financial remuneration, except they shall be reimbursed for actual expenses and per diem incurred in the discharge of their duties as described in the Code of Virginia, as amended.

ARTICLE V. OFFICERS

A. Officers. The State Review Board shall have a Chairman and a Vice Chairman. No officer may hold more than one (1) office at any one time.

B. Term and Election. The State Review Board shall elect a Chairman and a Vice Chairman from the members of the State Review Board. Each officer shall serve for a term of two (2) years or until the member's term as a State Review Board member expires. The Chairman may not serve for more than two (2), consecutive two (2) year terms.

C. Removal. The Chairman or the Vice Chairman may be removed with or without cause at any time whenever the members of the State Review Board determine, in their absolute discretion, that the best interests of the State Review Board and the Department would be served thereby. Notwithstanding the foregoing, removal shall require a vote of a majority of the full State Review Board (excluding the State Review Board member holding the office who is the subject of the removal).

D. Resignation. Any member of the State Review Board serving as the Chairman or the Vice Chairman may resign from such office at any time by giving written notice of his or her resignation to the SHPO. A resignation is effective when the notice is delivered unless the notice specifies a later effective time.

E. Vacancies. In the event that the Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the Vice Chairman shall immediately serve as the Chairman for the remainder of the term. In such cases the State Review Board shall elect a new Vice Chairman for the remainder of the term. In the event that the Vice Chairman is unable to complete his or her term, whether by reason of removal, resignation, or otherwise, the State Review Board shall elect a new Vice Chairman for the remainder of the term.

F. Duties of Officers.

1. Chairman. The Chairman shall preside at all meetings of the State Review Board and shall vote as any other member of the State Review Board. The Chairman may call special meetings of the State Review Board in accordance with these Bylaws. The Chairman shall act as the State Review Board's spokesperson subject to the approval of the State Review Board and otherwise shall perform such duties the State Review Board may from time to time assign.

2. Vice Chairman. The Vice Chairman shall perform the duties and exercise the powers of the Chairman during the Chairman's absence or inability to render and perform his or her duties or exercise his or her powers. The Vice Chairman also shall perform such duties the State Review Board may from time to time assign.

G. Secretary. The Director of the Department shall serve as Secretary to the State Review Board. The Director may designate a staff member of the Department to serve in his or her place at any time and from time to time. The Secretary shall attend all meetings of the State Review Board; have charge of such books, documents and papers as the State Review Board may determine; keep, or cause to be kept, a record of the meetings of the State Review Board; give, or cause to be given, notice of all meetings of the State Review Board; and perform all other duties incident to the office of Secretary. The record of a meeting of the State Review Board kept, or caused to be kept, by the Secretary shall be deemed to be the official minutes of such meeting.

ARTICLE VI. MEETINGS

A. Regular Meetings.

1. Regular Meetings. The State Review Board shall meet no less than quarterly each calendar year at a time and place to be determined by the SHPO. The State Review Board shall approve the dates of such regular meetings for the next calendar year no later than the last regular meeting of the then current calendar year.

B. Special Meetings. Special meetings of the State Review Board may be called by the SHPO or the Chairman.

C. Notice.

1. Board Member Notice. Notice of meetings other than regular meetings shall be delivered to all State Review Board members at least forty-eight (48) hours prior to such meeting in writing, including without limitation electronic transmission, or by telephone stating the time, place, and purpose of the meeting.

2. Public Notice.

(a) Regular Meetings. Notice of regular meetings of the State Review Board shall be provided to the public at least three (3) business days prior to such meeting by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the electronic calendar maintained by the Virginia Information Technologies Agency (the “Commonwealth Calendar”); and (iii) on the Department’s website. The notice shall contain the date, time, and location of the regular meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the State Review Board, unless exempt under the Virginia Freedom of Information Act (Va. Code Ann. § 2.2-3700 et seq.), as amended (“FOIA”), shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at the regular meeting.

(b) Special Meetings. Public notice, reasonable under the circumstance, of meetings other than regular meetings shall be given contemporaneously with the notice provided to the members of the State Review Board by posting: (i) in at least two (2) locations at the office of the Department; (ii) on the Commonwealth Calendar; and (iii) on the Departments website. The notice shall contain the date, time, and location of the meeting as well as a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received. Copies of all materials furnished to the members of the State Review Board, unless exempt under FOIA, shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at the special meeting.

D. Quorum and Voting. The presence, in person, of a majority of the members of the State Review Board at a meeting shall constitute a quorum for the transaction of business, provided, that, such members include one (1) individual meeting the Qualifications Standards for history, one (1) individual meeting the Qualifications Standards for prehistoric archaeology or historic archaeology, and one (1) individual meeting the Qualifications Standards for architectural history. Except as otherwise required under these Bylaws, if a quorum is present when a vote is taken, the affirmative vote of a majority of the members of the State Review Board present shall be the act of the State Review Board. No member of the State Review Board shall be allowed to vote by proxy. A member shall be deemed present at a meeting if participating by electronic communication means in accordance with these Bylaws and the laws of the Commonwealth.

E. Conduct of Meetings. All meetings shall be conducted by the application of parliamentary procedures as specified in “Robert’s Rules of Order.” The Chairman shall preside over all meetings of the State Review Board. If the Chairman is absent the Vice Chairman shall preside. If neither the Chairman, nor the Vice Chairman is present at a meeting, but a quorum is present, the members shall elect a temporary chairman to preside over the meeting. The SHPO may appoint a temporary chairman if a consensus cannot be reached by the members of the State Review Board.

F. Remote Participation in Regular Meetings. The State Review Board may conduct a regular meeting through electronic communication where:

1. A quorum of the State Review Board is physically assembled at the primary meeting location;
2. Notice of the meeting is given to the public at least three (3) business days prior to such meeting containing (i) the date, (ii) the time, (iii) all locations, (iv) a telephone number that may be used at remote locations to notify the primary location of any interruption in the telephonic or video broadcast of the meeting at the remote locations; and (iv) a statement of whether public comment will be received at the meeting and the approximate point during the meeting when it will be received; and
3. The remote locations are open to the public and persons attending the meeting at one of the remote locations is afforded the same opportunity to address the State Review Board as those attending at the primary location.

Copies of all materials furnished to the members of the State Review Board, unless exempt under FOIA, shall be made available (a) at the Archives of the Department when they are sent to the members of the State Review Board, and (b) at each location of the regular meeting. Votes taken during a regular meeting conducted through electronic communications means shall be recorded by name in roll-call fashion and included in the minutes. If the State Review Board holds a regular meeting conducted through electronic communications means, it must hold at least one (1) regular meeting where the members of the State Review Board are physically assembled at one location and

no members participate by electronic communications means.

G. Remote Participation in the Event of an Emergency or Personal Matter. The State Review Board may conduct any meeting through electronic communication means from a remote location that is not open to the public where:

1. A quorum of the State Review Board is physically assembled at the primary meeting location;
2. The voice of the remotely participating member can be heard by all persons at the primary meeting location; and
3. On or before the day of the meeting, either:
 - (a) the member notifies the SHPO that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the State Review Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated; or
 - (b) the member notifies the SHPO that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents his or her physical attendance and the State Review Board records this fact and the remote location from which the member participated in its minutes.

Remote participation by a member of the State Review Board under Article VI, Section G.3.(a), shall be limited to the lesser of two (2) meetings of the Board in one (1) calendar year or twenty-five (25%) of the meetings of the State Review Board in one (1) calendar year. If a member's participation from a remote location is disapproved by the State Review Board because such participation violates this Article VI, Section G, such disapproval shall be recorded in the minutes with specific ty.

H. Meeting Minutes.

1. Minutes of a meeting of the State Review Board shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the State Review Board recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated, or decided, and a record of the votes taken. For meetings conducted through electronic communications means, the minutes shall also include (a) the names and remote locations of the members of the State Review Board who participated through electronic communications means; (b) the names of the members of the State Review Board who participated at the primary location; (c) the names of the members of the State Review Board, if any, that were not present at any of the locations in (a) or (b) but monitored the meeting through electronic communications means.
2. The official minutes of all meetings of the State Review Board shall be posted on the Department's website and the Commonwealth Calendar. A draft of the official minutes shall be posted as soon as possible but no later than ten (10) working days after the conclusion of the meeting. The draft of the official minutes shall be reviewed, revised, and approved by the State Review Board at the next regular meeting. The final, approved meeting minutes shall be posted within three (3) working days of such regular meeting.

ARTICLE VII. CONFLICTS OF INTEREST

Members of the State Review Board must avoid conflicts of interest, whether real or apparent, in their decision making and are expected to be objective in their advice and decisions. Members of the State Review Board cannot benefit directly or indirectly (through financial or personal gain) from a decision in which they participate. This prohibition applies not only to the members of the State Review Board, but their families, employees, agents, partners, and associates. This also applies where a situation may appear to affect a member's objectivity or where a person may appear to have an unfair advantage or influence because of his or her relationship with the State Review Board or Department.

A. State Law. Members of the State Review Board shall be governed by all of the provisions of state law concerning conflicts of interest, including without limitation, the State and Local Government Conflicts of Interest Act (Va. Code Ann. §§ 2.2-3100-3131), as amended

B. Actions Required Where a Real or Apparent Conflict Exists. In addition to any actions required by law, the State Review Board shall be subject to the Department's policies on conflicts of interest. In the absence of such policies, members of the State Review Board, at a minimum, shall comply with the following guidelines:

1. The conflicted member must disclose to the State Review Board and the Director in writing the existence of any actual or apparent conflict of interest as soon as the conflict becomes apparent, but, at a minimum, before the issue or actions for which the conflict exist is acted upon by the State Review Board or brought to resolution.
2. The conflicted member must abstain from discussing with the other members of the State Review Board, the Director, and Department staff any issue, matter, or transaction in which the State Review Board or Director has determined that he or she has a conflict of interest unless specifically asked by the State Review Board to give information on the issue, matter, or transaction.
3. At a meeting of the State Review Board the conflicted member must absent himself or herself from State Review Board discussions on any issue, matter, or transaction involving the conflict of interest, unless requested by the State Review Board to give information on the issue, matter, or transaction.
4. At the meeting of the State Review Board the conflicted member must absent himself or herself and abstain from voting on any such issue, matter, or transaction.
5. The minutes of any meeting of the State Review Board at which votes are taken shall record the identity of the conflicted member, his or her abstention, the reasons for the abstention, and whether the member is absent during the State Review Board's vote on such issue, matter, or transaction.

ARTICLE VIII. AMENDMENT OF BYLAWS

These Bylaws may be modified, amended, and/or restated only by a vote of at least two-thirds (2/3) of the members of the full State Review Board at any regular meeting of the State Review Board. On or before July 1st of each calendar year, these Bylaws shall be reviewed by the Department and the Office of the Attorney General for compliance with the then current law of the Commonwealth. If after such review these Bylaws are found to be in conflict with the law of the Commonwealth, these Bylaws shall be revised by the Office of the Attorney General and presented to the State Review Board at the next regular meeting.

GLOSSARY OF NATIONAL REGISTER TERMS

ACCOMPANYING DOCUMENTATION—USGS map, photographs, and sketch maps that accompany completed registration form.

ACREAGE—area of a historic property measured in acres.

AMENDMENT DOCUMENTATION—provided on a new registration form or continuation sheets for a property already listed in the National Register officially changing the significance, boundaries, name, or other aspect of the listing.

ANTIQUITIES ACT—enacted in 1906, the first legislation in the United States to preserve American antiquities, including the designation and protection of national monuments on federally owned land.

ARCHAEOLOGICAL DISTRICT—a significant concentration, linkage, or continuity of sites important in history or prehistory.

ARCHITECTURAL CLASSIFICATION—item on registration form calling for the entry of an architectural style or other term by which property can be identified.

ARCHITECTURAL SIGNIFICANCE—importance of a property based on physical aspects of its design, materials, form, style, or workmanship, and recognized by Criterion C.

AREA OF SIGNIFICANCE—aspect of historic development in which a property made contributions for which it meets the National Register criteria, such as agriculture or politics/government.

ASSOCIATION—link of a historic property with a historic event, activity, or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

ASSOCIATIVE CHARACTERISTIC—an aspect of a property’s history that links it with historic events, activities, or persons.

BOUNDARIES—lines delineating the geographical extent or area of a historic property.

BOUNDARY DESCRIPTION—a precise description of the lines that bound a historic property.

BOUNDARY JUSTIFICATION—an explanation of the reasons for selecting the boundaries of a historic property.

BUILDING—a resource created principally to shelter any form of human activity, such as house.

CERTIFICATION—process by which a nominating authority signs a National Register form or continuation sheet to verify the accuracy of the documentation and to express his or her opinion on the eligibility of the property for National Register listing; also, the signature through which the authority nominates a property or requests a determination of eligibility; also, the process and signature by which the Keeper of the National Register acts on a request for listing, a determination of eligibility, or other action.

CERTIFIED LOCAL GOVERNMENT (CLG)—a local government officially certified to carry out some of the purposes of the National Historic Preservation Act, as amended.

CERTIFYING OFFICIAL—SHPO or FPO who initiates and supports a nomination or requests other official action related to National Register listing.

CLG—see “certified local government.”

COMMENTING OFFICIAL—any official whose comment is required or requested on the nomination of a property to the National Register or other action related to National Register listings.

CONTRIBUTING RESOURCE—a building, site, structure, or object adding to the historic significance of a property.

CRITERIA—general standards by which the significance of a historic property is judged; see “National Register criteria.”

CRITERIA CONSIDERATIONS—additional standards applying to certain kinds of historic properties.

CULTURAL AFFILIATION—archaeological or ethnographic culture to which a collection of sites, resources, or artifacts belong.

CULTURAL RESOURCE—building, site, structure, object, or district evaluated as having significance in prehistory or history.

CURRENT FUNCTION—purpose that a property, or portion of it, currently serves or will serve in the near future.

DESIGN—quality of integrity applying to the elements that create the

physical form, plan, space, structure, and style of a property.

DETERMINATION OF ELIGIBILITY— an action through which the eligibility of a property for National Register listing is decided but the property is not actually listed; nominating authorities and federal agency officials commonly request determinations of eligibility for federal planning purposes and in cases where a majority of private owners has objected to National Register listing.

DESCRIPTION— section of the registration form where the historic features and current condition of a property are described.

DISCONTIGUOUS DISTRICT— a historic or archaeological district containing two or more geographically separate areas.

DISTRICT— a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

DOCUMENTATION— information that describes, locates, and explains the significance of a historic property.

DOCUMENTATION STANDARDS— requirements for describing, locating, and stating the significance of a property for listing in the National Register.

ELIGIBILITY— ability of a property to meet the National Register criteria.

EVALUATION— process by which the significance and integrity of a historic property are judged and eligibility for National Register listing is determined.

EVALUATION METHODS— steps through which the eligibility of a historic property is determined.

EVENT— an occasion, circumstance, or activity that occurred within a particular period of time, or continued over an extended period of time.

FEDERAL PRESERVATION OFFICER (FPO)— official designated by the head of each Federal agency to be responsible for coordinating the agency's activities under the National Historic Preservation Act, as amended, including nominating properties to the National Register.

FEELING— quality of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

FUNCTION— (or use) purpose for which a building, site, structure, object, or district is used. (See also current and historic function.)

GEOGRAPHICAL AREA— an area of land containing historic or archaeological resources that can be identified on a map and delineated by boundaries.

HISTORIC CONTEXT— an organizing structure for interpreting history that groups information about historic properties which share a common theme, common geographical location, and common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative significance.

HISTORIC DISTRICT— See 'district'

HISTORIC FUNCTION— use of a district, site, building, structure, or object at the time it attained historic significance.

HISTORIC PROPERTY— any prehistoric or historic district, site, building, structure, or object.

HISTORIC SIGNIFICANCE— importance for which a property has been evaluated and found to meet the National Register criteria.

HISTORIC SITES ACT— enacted in 1935, the legislation providing for the preservation of historic American sites, buildings, objects, and antiquities of national significance, including the designation of National Historic Landmarks and historic units of the National Park System.

IDENTIFICATION— process through which information is gathered about historic properties.

IDENTIFICATION METHODS— steps through which information about historic properties is gathered.

IMPORTANT PERSON— an individual who has made significant contributions in American history, architecture, archeology, engineering, and culture.

INFORMATION POTENTIAL— ability of a property to provide important information about history or prehistory through its composition and physical remains; importance recognized by criterion D.

INTEGRITY— authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's

historic or prehistoric period.

LEVEL OF SIGNIFICANCE—geographical level—local, State, or national—at which a historic property has been evaluated and found to be significant.

LOCAL SIGNIFICANCE—importance of a property to the history of its community, such as a town or county.

LOCATION—quality of integrity retained by a historic property existing in the same place as it did during the period of significance.

MATERIALS—quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

MULTIPLE PROPERTY DOCUMENTATION FORM (MPD or MPDF)—an official National Register form (NPS 10-900-b) used for documenting the contexts and property types for a multiple property listing.

MULTIPLE PROPERTY LISTING—a group of historic properties related by common theme, general geographical area, and period of time for the purpose of National Register documentation and listing.

MULTIPLE PROPERTY SUBMISSION—format through which historic properties related by theme, general geographical area, and period of time may be documented as a group and listed in the National Register.

MULTIPLE RESOURCE SUBMISSION—format previously used for documenting and listing groups of historic properties located within the same general geographical area; see “multiple property submission.”

NATIONAL HISTORIC LANDMARK (NHL)—a historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

NATIONAL HISTORIC PRESERVATION ACT, AS AMENDED—1966 legislation establishing the National Register of Historic Places and extending the national historic preservation programs to properties of State and local significance.

NATIONAL REGISTER CRITERIA FOR EVALUATION—established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

NATIONAL REGISTER INFORMATION SYSTEM (NRIS)—computerized data base of information on properties included in the National Register

of Historic Places.

NATIONAL REGISTER OF HISTORIC PLACES—official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture.
NATIONAL SIGNIFICANCE—importance of a property to the history of the United States as a nation.

NOMINATING AUTHORITY—Federal or State official authorized to nominate properties to the National Register of Historic Places.

NONCONTRIBUTING RESOURCE—a building, site, structure, or object that does not add to the historic significance of a property.

NOTIFICATION—process through which property owners, public officials, and the general public are notified of nominations to and listings in and determinations of eligibility for the National Register.

OBJECT—a construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milepost.

OWNER OBJECTION—a notarized written statement from a property owner disapproving the nomination and listing of his or her property in the National Register.

OWNERSHIP—legal status in which an owner holds fee simple title to a property, or portion of it.

PERIOD OF SIGNIFICANCE—span of time in which a property attained the significance for which it meets the National Register criteria.

PHYSICAL CHARACTERISTICS—visible and tangible attributes of a historic property or group of historic properties.

POTENTIAL TO YIELD INFORMATION—likelihood of a property to provide information about an important aspect of history or prehistory through its physical composition and remains.

PRESERVATION PLANNING—series of activities through which goals, priorities, and strategies for identification, evaluation, registration, and protection of historic properties are developed.

PRESERVATION PLANNING PROCESS—a process by which goals, priorities, and strategies for preservation planning activities are set forth and carried out.

PROPERTY—area of land containing a single historic resource or a group of resources, and constituting a single entry in the National Register of Historic Places.

PROPERTY TYPE—a grouping of properties defined by common physical and associative attributes.

PUBLIC NOTICE—notification made through a public notice in a local newspaper or public place.

PUBLIC PARTICIPATION—process by which the opinions of property owners, public officials, and the general public are considered prior to making a decision to nominate or list a historic property in the National Register.

REGISTRATION—process described in 36 CFR Part 60 which results in historic or archaeological properties being listed or determined eligible for listing in the National Register.

REGISTRATION REQUIREMENTS—attributes of significance and integrity qualifying a property for listing in the National Register.

RESOURCE—any building, structure, site, or object that is part of or constitutes a historic property.

RESOURCE TYPE—the general category of property— building, structure, site, district, or object— that may be listed in the National Register.

SETTING—quality of integrity applying to the physical environment of a historic property.

SIGNIFICANCE—importance of a historic property as defined by the National Register criteria in one or more areas of significance.

SIGNIFICANT DATE—the date of an event or activity related to the importance for which a property meets the National Register criteria.

SITE—location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure.

STATE HISTORIC PRESERVATION OFFICER (SHPO)—the official designated by the Governor to administer the State’s historic preservation program and the duties described in 36 CFR Part 61 including nominating properties to the National Register.

STATE HISTORIC PRESERVATION OFFICE—the office in State or territorial government that administers the preservation programs under the National Historic Preservation Act.

STATE PRESERVATION PLAN—document that sets forth the process by which a State develops goals, priorities, and strategies for preservation planning purposes.

STATE REVIEW BOARD—a board, council, commission or other collegial body appointed by the SHPO to review the eligibility of nominated properties and the adequacy of nomination documentation.

STATE SIGNIFICANCE—importance of a property to the history of the State where it is located.

STATEMENT OF SIGNIFICANCE—section of the registration form where the reasons a property is significant and meets the National Register criteria are stated and explained.

STRUCTURE—a functional construction made for purposes other than creating shelter, such as a bridge.

THEMATIC RESOURCE SUBMISSION—format previously used for documenting and listing a group of historic properties related by a common theme; see “multiple property submission.”

THEME—a trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as dairy farming or silver mining.

UTM REFERENCE—a set of coordinates (easting and northing) that indicates a unique location according to the Universal Transmercator Grid appearing on maps of the United States Geological Survey.

VERBAL BOUNDARY DESCRIPTION—a statement that gives the precise boundaries of a historic property, such as a lot number, metes and bounds, or township and range.

WORKMANSHIP—quality of integrity applying to the physical evidence of the crafts of a particular culture, people, or artisan.

ACRONYMS IN FREQUENT USE AT DHR

AACR—African American Civil Rights (NPS grant program)	ESHPF—Emergency Supplemental Historic Preservation Fund
ABC—Virginia Department of Alcoholic Beverage Control	FAA—Federal Aviation Administration
ARC—Appalachian Regional Commission	FBI—Federal Bureau of Investigation
ARMY—Army	FCC—Federal Communications Commission
BIA—Bureau of Indian Affairs	FCM—Frontier Culture Museum of Virginia
BLM—Bureau of Land Management	FDIC—Federal Deposit Insurance Corporation
BOEMRE—Bureau of Ocean Energy Management, Regulation and Enforcement	FEMA—Federal Emergency Management Agency
BOR—Bureau of Reclamation	FERC—Federal Energy Regulatory Commission
CIA—Central Intelligence Agency	FHWA—Federal Highway Administration
CNU—Christopher Newport University	FMA—Fort Monroe Authority
COE/"Corps"—Army Corps of Engineers	FRA—Federal Railroad Administration
CWM—College of William and Mary	FSA—Department of Agriculture - Farm Service Agency
DBHDS—Department of Behavioral Health and Developmental Services	FTA—Federal Transit Administration
DCJS—Department of Criminal Justice Services	GH—Gunston Hall
DCR—Department of Conservation and Recreation	GMU—George Mason University
DEA—Drug Enforcement Administration	GSA—General Services Administration
DEQ—Department of Environmental Quality	HBCU—Historically Black Colleges and Universities (NPS grant program)
DES—Department of Emergency Services	HHS—Department of Health and Human Services
DGIF—Department of Game and Inland Fisheries	HUD—Department of Housing and Urban Development
DGS—Department of General Services	JMU—James Madison University
DHCD—Department of Housing and Community Development	JYF—Jamestown-Yorktown Foundation
DHR—Department of Historic Resources	LOC—Library of Congress
DHS—Department of Homeland Security	LU—Longwood University
DJJ—Department of Juvenile Justice	MARAD—Maritime Administration
DLA—Defense Logistics Agency	MCV—Medical College of Virginia
DMA—Department of Military Affairs	MWAA—Metropolitan Washington Airports Authority
DMME—Department of Mines, Minerals and Energy	NASA—National Aeronautics and Space Administration
DMV—Department of Motor Vehicles	NAVY—Navy
DOA—Department of Accounts	NCDOT—North Carolina Department of Transportation
DOC—Department of Corrections	NCPC—National Capital Planning Commission
DOD—Department of Defense	NEA—National Endowment for the Arts
DOE—Department of Energy	NEH—National Endowment for the Humanities
DOE—Department of Education	NGA—National Geospatial-Intelligence Agency
DOF—Department of Forestry	NOAA—National Oceanic and Atmospheric Administration
DOI—Department of the Interior	NPS—National Park Service
DOJ—Department of Justice	NRC—Nuclear Regulatory Commission
DOL—Department of Labor	NRCS—Department of Agriculture - Natural Resources Conservation Service
DRPT—Department of Rail and Public Transit	NSF—National Science Foundation
DSS—Defense Security Service	NSU—Norfolk State University
DVA—Department of Veterans Affairs	NTIA—National Telecommunications and Information Administration
DVS—Department of Veterans Services	OCC—Office of the Comptroller of the Currency
EDA—Economic Development Administration	ODU—Old Dominion University
EECBG—Energy Efficiency and Conservation Block Grant Program (DMME)	OSM—Office of Surface Mining
EPA—Environmental Protection Agency	OTS—Office of Thrift Supervision
	RBC—Richard Bland College

RD—Department of Agriculture - Rural Development
 RU—Radford University
 RUS—Department of Agriculture - Rural Utilities Service
 SAT—Save America's Treasures (NPS grant program)
 SBA—Small Business Administration
 SCC—State Corporation Commission
 SEGP—State Energy Grant Program (DMME)
 SI—Smithsonian Institution
 SMV—Science Museum of Virginia
 SP—Virginia Department of State Police
 STB—Surface Transportation Board
 STLPG—State Tribal Local Preservation Grant (NPS)
 TA—Technical Assistance
 TEA—Transportation Enhancement Grants (FHWA/VDOT)
 TREAS—Department of the Treasury
 TVA—Tennessee Valley Authority
 UMW—University of Mary Washington
 URC—Underrepresented Community (NPS grant program)
 USAF—Air Force
 USCG—Coast Guard
 USDA—Department of Agriculture
 USDOC—Department of Commerce
 USDOS—Department of State
 USDOT—Department of Transportation
 USFS—Department of Agriculture - Forest Service
 USFWS—Fish and Wildlife Service
 USGS—U.S. Geological Survey
 USMC—Marine Corps
 USPS—United States Postal Service
 UVA—University of Virginia
 UVAW—University of Virginia's College at Wise
 VCCS—Virginia Community College System
 VCU—Virginia Commonwealth University
 VDACS—Department of Agriculture and Consumer Services
 VDEM—Department of Emergency Management
 VDH—Department of Health
 VDOT—Virginia Department of Transportation
 VEC—Virginia Employment Commission
 VIMS—Virginia Institute of Marine Science
 VMFA—Virginia Museum of Fine Arts
 VMI—Virginia Military Institute
 VMNH—Virginia Museum of Natural History
 VMRC—Virginia Marine Resources Commission
 VOF—Virginia Outdoors Foundation
 VPA—Virginia Port Authority
 VPISU—Virginia Polytechnic Institute and State University
 VRA—Virginia Resources Authority

VSDB—Virginia School for the Deaf and Blind
 VSLA—Library of Virginia
 VSU—Virginia State University
 VTICRC—Virginia Tobacco Indemnification & Community Revitalization Commission
 WAP—Weatherization Assistance Program (DHCD)



Above: Markel Building (043-0715), a distinctive Richmond-area landmark, is also one of the more unusual office buildings in Virginia. Designed in Neo-Expressionist style, the office building was commissioned by the Markel Insurance Corporation in 1964 and completed in 1966. The firm chose controversial local architect Haigh Jamgochian because they sought an unusual, eye-catching building. Jamgochian only had two of his designs ever built, of which the Markel Building is the only one extant. Clad in sheets of crumpled aluminum, the Markel building rises three cantilevered stories above an open ground-level parking deck.

ON THE COVERS

Front: The Warm Springs Bath Houses (008-0007) were given early recognition among Virginia landmarks when they were surveyed in 1967 and listed in the National Register of Historic Places in 1969. The original octagonal stone basin that held the water for bathing was probably built in the 1760s. It was not covered by a bath house until the mid-1820s, at which point it was enclosed by a new octagonal frame building. The property contains three nearby contributing bath-related secondary resources: the Ladies' Bath House, a framed building that covered the circular bath for women added c 1875; the wooden Drinking Spring pavilion, a structure added c 1875, and the c 1890 Reception House.

Back: Completed in 1969 by Philadelphia architect Vincent Kling, Houston Chapel at Randolph College is an excellent example of Neo-Expressionist religious architecture and one of the most noteworthy examples of later 20th century Modern design in the Lynchburg area. It is not yet listed in the registers, but is under consideration. The chapel's circular plan and dramatic spiral roof, monumental stained glass clerestory, and undulating red brick interior walls are all characteristic of the emphasis Neo-Expressionism placed on adventurous sculptural forms and material experimentation.



REGISTERS PROGRAM STAFF

David Edwards
Director, Community Services Division
david.edwards@dhr.virginia.gov
540-868-7030

Lena Sweeten McDonald
National/State Register Historian
lena.mcdonald@dhr.virginia.gov
804-482-6439

The Department of Historic Resources (DHR)
2801 Kensington Avenue
Richmond, Virginia 23221