

Waterford Citizens' Association (WCA) Governance Review

February 2021

WCA Ad Hoc Governance Committee

Working Draft February 10, 2021

WCA Governance Review – Ad Hoc Governance Committee Executive Summary and Recommendations

Waterford is an unincorporated rural village of Loudoun County and as such does not have an elected local government. The Waterford Citizen’s Association (WCA) fills the role of local governance, representing the common and shared interests of the private citizens of the village.

The WCA was established in 1954 “... *to foster community action, further the common good and general welfare of the community, secure improvements, and maintain the Waterford Area [defined as the School District] as a desirable and attractive community in which to live...*” (WCA Bylaws Preamble).

With growth in commuter cut-through traffic, increasingly precarious water supply and other emerging challenges, the WCA’s role in “securing improvements” – the classic public-good function of planning and managing for basic services – has grown substantially in the last decade.

Meanwhile, balancing these challenges with the risk of accompanying “modern intrusions,” has underscored the need for collaborative stewardship of the National Historic Landmark (NHL) among owners of its historic properties and open spaces, private citizens and Waterford Foundation (WF) alike.

The WCA Ad Hoc Governance Committee was convened in Sept. 2020 to explore Waterford’s key governance questions and, via desk study and interviews, propose recommendations. Interim updates to the WCA Board and to WCA membership were made in Dec. 2020 (Attachment 1).

The Governance Committee focused on the following **governance questions and explorations**:

- **Who** is the WCA? An examination of the core governance provisions of the WCA, and whether changes are needed to ensure it is suitably organized to fulfill the functions it carries out (Section 1);
- **What** is the WCA? An assessment of institutional arrangements to meet the growing need to ensure Waterford’s “common good and general welfare” through “securing improvements” (Section 2); and
- **Where** do Waterford citizens wish to be in the medium-term, and **How** to get there? A way forward to envisioning a “desirable and attractive community in which to live” including preservation of the NHL, and some collaborative policy tools and strategies (Section 3).

In response, the Governance Committee identified **three interlinked recommendations** (summarized in Table 1):

1. Making several slight **modifications to the WCA Bylaws** in the *near term* to better reflect current practice, ‘good practice,’ and address key challenges (Section 1);
2. Carrying out a **Waterford institutional assessment** for the *medium term*, examining particularly VA town incorporation and possible devolved planning responsibility (Section 2); and
3. Convening a participatory **Waterford 2040 Vision and Planning exercise**, to fit within the Loudoun Comprehensive Plan approved in 2019 via an **Ad Hoc WCA-WF Committee** (Section 3).

Table 1. Summary of WCA Governance Review Recommendations and Options

Question/Analysis	Recommendations	Near-term actions	Time frame	Responsibility
Section 1. Question: Who is the WCA?				
WCA governance hygiene review (consistency between Bylaws and current practice): <ul style="list-style-type: none"> - Boundaries, membership, voting, dues (Articles 1-3) - Officers, Board, election, terms (Article 4) - Standing Committees, Chairs (Article 5) 	<ul style="list-style-type: none"> - Make minor near-term adjustments to current Bylaws 	<ul style="list-style-type: none"> - Discuss with Officers, Board - Designate Bylaws redrafting working group - Submit revised Bylaws for membership approval - Adjust WCA website 	<ul style="list-style-type: none"> - By June 2021 (Q2 meeting) 	<ul style="list-style-type: none"> - Bylaws redrafting working group
Section 2. Question: What is the WCA?				
Review of medium-term institutional governance structures for historic districts: <ul style="list-style-type: none"> - VA incorporated town - park partnership - HOA - delegated planning 	<ul style="list-style-type: none"> - Carry out a more detailed feasibility assessment of town incorporation, devolved planning, and park partnerships 	<ul style="list-style-type: none"> - Discuss with Officers, Board - Designate responsibility for this analysis - Draft terms of reference 	<ul style="list-style-type: none"> - By December 2021 (Q4 meeting) 	<ul style="list-style-type: none"> - TBD
Section 3. Question: Where is Waterford (its citizens, and the WCA) going in the future? How to get there?				
Review of key past planning tools and resources, future approaches: <ul style="list-style-type: none"> - 1987 WAMP - 2003 Bury the Wires Study - Traffic and Water Studies - 2019 NHL Revision 	<ul style="list-style-type: none"> - Plan and carry out a Waterford 2040 Vision strategic planning exercise - Create a joint WCA-WF Waterford 2040 Committee 	<ul style="list-style-type: none"> - Discuss with Officers, Board - Draft Waterford 2040 terms of reference, with budget, timing - Identify Waterford 2040 consultants and funding - Designate WCA members of joint Waterford 2040 Committee - Propose to WF to designate members to joint Waterford 2040 Committee 	<ul style="list-style-type: none"> - Initial actions by June 2021 (Q2 meeting) - First Vision Sessions by Q3 	<ul style="list-style-type: none"> - Joint WCA-WF Waterford 2040 Committee

WCA Governance Review Ad Hoc Governance Committee

“The residents of the Waterford Area, in order to foster community action, to further the common good and general welfare of the community, to secure improvements and to maintain the Waterford Area as a desirable and attractive community in which to live, do hereby establish this Association...” – WCA Bylaws

This Preamble to the WCA Bylaws provides a time-tested answer to the question why does the WCA exist – what does the Association seek to provide to its members? The Ad Hoc Governance Committee took this clear statement of the WCA’s *raison d’être* as its starting point, from which to ask several follow-up questions about today’s governance directions for the citizens of Waterford. At this moment in time – with rampant growth in commuter cut-through traffic, increasingly precarious water supply and other emerging challenges – the WCA’s role in “securing improvements” has grown substantially. Meanwhile, balancing these challenges with the risk of accompanying “modern intrusions,” highlights the need for cooperation among private citizens owners of historic residences and the Waterford Foundation (WF) on preservation of our precious National Historic Landmark (NHL)-protected district. The questions posed in this Report are:

- Who is the WCA (who are its members, Officers, Board and Committees)?
- What is the best institutional structure for Waterford’s governance?
- Where do Waterford citizens wish to be in the medium term, and how to get there?

This Report examines these three questions and makes several recommendations on the first and third, and identifies options for further review on the second question. The members of the Ad Hoc Governance Committee hope these will contribute to discussion, debate and action within the Waterford community and the WCA membership.

Section 1. Who is the WCA? Comparison of WCA Bylaws and actual practice

To answer this first question, the Governance Committee carried out a “governance hygiene” analysis, comparing the current WCA Bylaws (dated Nov. 11, 2016)¹ with actual WCA practice – as evidenced by the WCA website and current Standing Committees. Such an evaluation is recommended periodically as good nonprofit practice. The Committee focused on three areas:

- A. WCA membership geographic boundaries and member categories (Article 1), member voting (Article 2) and dues (Article 3);
- B. WCA Officers, elections, Board and terms (Bylaws Article 4); and
- C. WCA Standing Committees, Chairs, and Committee membership (Bylaws Article 5).

¹ WCA Bylaws available at: <https://www.waterfordcitizens.org/about-us/wca-bylaws/>

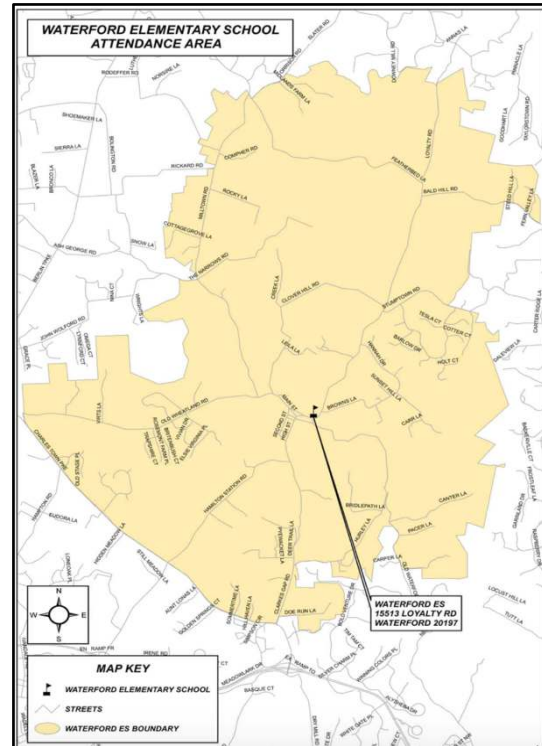
A. Membership boundaries, categories, voting and dues

Bylaws provisions

Membership boundaries. Eligibility for membership in the WCA is defined geographically (Bylaws, Article 1) as anyone resident in the “Waterford Area,” the boundaries of which are established in the WCA website as the Elementary School District (Map 1).² We estimated the population of the Waterford Area at 1,500 (based on current elementary school enrollment and demographic strata ratios for Loudoun County).

Member categories, voting and dues. Two categories of WCA membership are defined in the Bylaws (Table 1.1)

- (I) “Regular” dues-paying, voting members (five sub-categories); and
- (II) “Associate” dues-paying, but non-voting members.



Map 1. “Waterford Area” Elementary School District

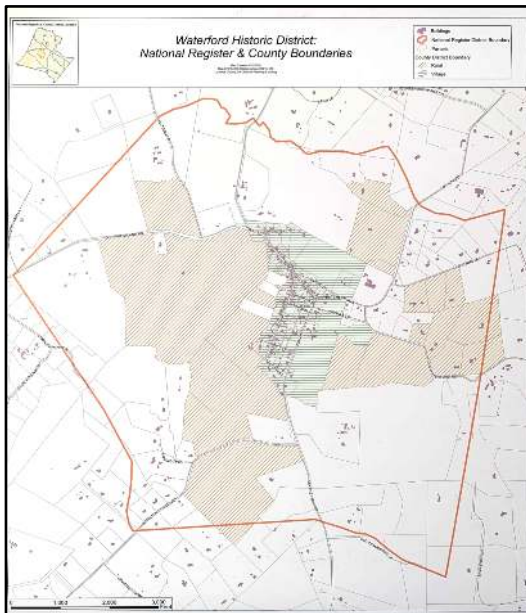
Table 1.1. Membership categories, dues and voting, per WCA Bylaws

Membership categories	Dues required	Dues amount	# Votes	Observations
I.REGULAR				
Adult *	YES	\$20	1	Individual adult is defined as a person over 18 *If membership lost during the year may continue to be a voting member for the full year
Family *	YES	\$30	2	Household membership includes 2 or more members. No more than 2 votes per household membership *If membership lost during the year may continue to be a voting member for the full year
Youth	NO	\$0	1	Youth defined as age 15-18, entitled to 1 vote; subject to family 2 vote maximum
Business	YES	\$60	1	Business located in Waterford. Entitled to 1 vote even if also a resident of Waterford
Nonprofit	YES	\$30	1	Tax-exempt status, located in Waterford. As for business, not entitled to vote twice if also resident
II.ASSOCIATE	YES	Varies, per above	0	Adult, Family, Youth, Business or Nonprofit not living in the Waterford Area but supporting the WCA goals; not entitled to vote, assume Officer or Chair

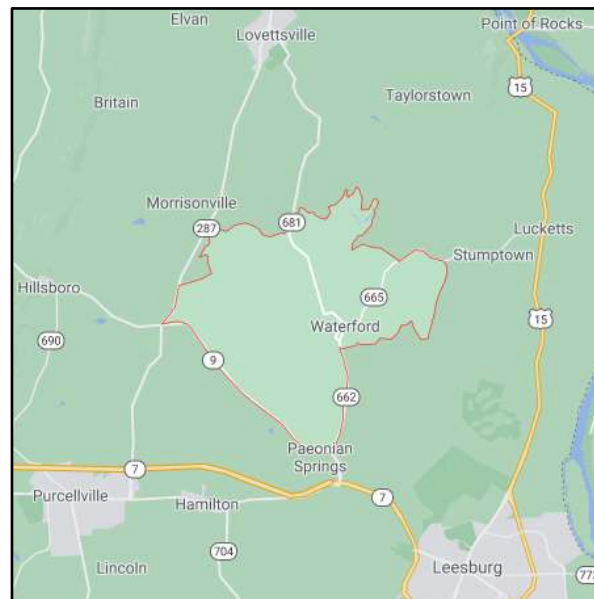
² “Waterford Area” map available at: <http://www.waterfordcitizens.org/membership-new/membership-map/>

Current practice considerations

Geographic boundaries. Among the most evident Waterford geographic boundaries – in addition to the “Waterford Area” Elementary School District (pop. ~1,500, Map 1) – are the NHL district (pop. ~ 250), the smaller Loudoun County Historic District, and Waterford village itself (~110 houses) as distinct from its surrounding rural areas (Map 2). The Waterford 20197 zip code (pop. ~2,200, Map 3) has also been used to recruit WCA members. In addition, other existing geographic boundaries include the Waterford sewerage district; the historic road overlay district; the scenic Byway area; and others.



Map 2. County and NHL districts



Map 3. Waterford 20197 zip code

Starting from the principle that the WCA membership eligibility boundary should be as inclusive as possible – while remaining manageably focused on Waterford village, the NHL and its close surroundings – the Governance Committee sees value in retaining the “Waterford Area” Elementary School District as the primary geographic boundary for Regular members.

Differences in common interest. However, the Committee observed that neither the “Waterford Area” membership boundary nor the WCA membership categories distinguishes among different potential common-interest areas within the Waterford community. Such common-interest areas may be determined based on factors, *inter alia*, such as:

- Existence of or need for collective infrastructure services (e.g., project-area for traffic management, electricity service, or water provision);
- Participation in local events (e.g., Fourth of July fireworks, or Halloween);

- Historic preservation or environmental conservation (e.g., NHL stewardship within the historic district);
- Community volunteering; and others.

The WCA appropriately acts as a citizen-based participatory catalyst of planning actions for different “public good” common interest activities through its Standing Committees, such as Traffic, Social, Preservation and others. However as above, geographic boundaries for specific activities of common interest may differ, depending on the nature of that interest.

Different common interest examples. The operational challenge for the WCA is determining what geographic boundaries are relevant for specific policy discussions and voting, as well as clarifying which residents vote for particular projects. For County-sponsored strategies, activities, studies or investments in service-related areas such as traffic or water, it is County policy to define “project areas.” Discussion and formal voting in such cases apply to the residents within these defined project areas.

Some service-related projects will affect only a population sub-group within the village or NHL (e.g., the sewerage district), while other service-related projects (such as electric power or traffic management) may affect both those within the NHL and those living outside it. The Ad Hoc Water Committee has been a successful example in which a WCA Committee provided dialogue, “honest broker” services, dissemination and other policy support to the defined water coordinators and village residents in the applicable project area. This is a model to be learned from. Lessons can be more incorporated into the Bylaws (e.g., while Regular members vote on water policy, voting on projects is limited to residents of the project area).

On the other hand, popular events such as Waterford’s Halloween may have a wide interest group from across the Waterford zip code and even beyond. The interest in NHL preservation, collaboration on Phillips Farm support and maintenance, and other open space conservation and citizen community volunteering may similarly extend well beyond the NHL, and even beyond the “Waterford Area.” These interests generally do not involve voting, and are consistent with Associate membership. While maximizing inclusiveness and community participation is desirable, for widely popular events such as the Fireworks, there may even be need to consider limiting the geographic area.

Dues. A brief review was conducted of membership dues. Article 3 of the Bylaws stipulates “annual dues shall be determined by vote of the regular members at the annual meeting each year.” In practice, dues have remained the same, or increased only slightly, for many years without annual review. Given the demonstrated interest in and willingness to pay among WCA members (actual contributions annually exceed membership dues), consideration should be given to increasing member dues for all categories. However, this should be considered only in the context of proposals related to the future of Waterford, a defined strategic plan and need for resources/funding requirement (Vision exercise, Section 3).

Recommendations (Table 1.2):

- Maintain residence within the “Waterford Area” Elementary School District as the geographic eligibility criterion for WCA Regular membership.
- Consider residence within the Waterford (20197) zip code – but outside the “Waterford Area” – as geographic eligibility criterion for WCA Associate membership.
- To avoid over-extending the WCA’s reach, refrain from soliciting WCA Associate members beyond the 20197 zip code.
- Give consideration to clarifying in the Bylaws that policy work of Standing Committees may involve project areas that are different from WCA membership eligibility boundaries, while also clarifying that voting to approve specific studies, projects or other activities in any such defined project areas is the sole prerogative of residents in the relevant project area.
- Clarify minor Bylaws voting provisions (Observations, Table 1.2).
- Evaluate the case for increase Regular and Associate member dues, in conjunction with the discussion of the Waterford 2040 Vision and Strategy (see Section 3).

Table 1.2. Summary – WCA membership recommendations

Membership categories	Current Dues	Suggested Dues	Voting	Observations
I.REGULAR				Geographic area: Elementary School District (Map 1)
Adult *	\$20	\$25	1 vote	Assess provision related to lost membership
Family *	\$30	\$50	Up to 2 votes	Assess provision related to lost membership
Youth	\$0	\$0	1 vote	Determine whether subject to family 2 vote maximum
Business	\$60	\$100	1 vote	
Nonprofit	\$30	\$50	1 vote	
II.ASSOCIATE	As above	tbd	Non-voting	Geographic area: 20197 zip code (Map 3)

B. Officers, elections, Board and terms

Existing Bylaws policy

Officers. The Bylaws (Article 4) state that: “The Officers of the Association, consisting of the President, Vice President, Secretary and Treasurer, shall hold office for a one (1) year term or until their successors are duly elected...”

Elections. According to the Bylaws, Officer elections are to occur at a meeting in the fourth quarter with a slate presented to membership at a meeting in the third quarter (during which additional candidates may also be suggested). The formal slate is developed by a three-member Nominating Committee elected by members at a meeting in the second quarter.

Board. The Bylaws also stipulate: “The Board shall be comprised of seven (7) members consisting of the President, Vice President, Secretary, Treasurer, and three at-large members drawn from the Chairs of the Standing Committees and selected by the President... A quorum of the Board shall consist of five (5) or more members and must include the President...”

Current practice and ‘good practice’

Officers. Over the past several years, different four-person Officers slates have been re-elected for a second or even for multiple year-long terms. While term-limits for Officers and Boards are widely discussed in the nonprofit and for-profit corporate sectors today, it is common nonprofit practice to allow Officers multiple one-year terms, e.g., two or three consecutive terms (and two or three consecutive two-year terms for Committee Chairs; see Section 1.C). Local government leadership terms are typically longer, e.g., two to four years. Several years in office is seen as helpful to achieving progress on the policy measures leaders set forth to members.

Elections. In practice, WCA elections have generally followed Bylaws procedures, which seem adequate and consistent with good practice. Given the importance of succession planning in a small volunteer organization like the WCA, the Nominating Committee plays an essential role. Indeed, this key Committee could take on additional tasks, as is the case in some nonprofits (Box 1.1), and consideration could be given to appointing this Committee in the first quarter rather than the second quarter to take advantage of its expertise and value.

A separate elections issues relates to online voting. For the 2020 Officer election cycle, the pandemic required that three regular meetings (including the 4th quarter meeting when 2020 elections took place) were conducted online. The Secretary at the time interpreted the Bylaws to mean that members at an online meeting were present “at a meeting” for the Bylaws clauses related to voting for Officers; however, it would be helpful to clarify this formally in the Bylaws.

Box 1.1. Role of the nonprofit nominating committee

Nonprofit nominating committees play a critical role in institutional governance sustainability through stewarding succession planning. Nominating committees identify and recruit Officer and Board member candidates. Nominating committees can also ensure diversity of views and representation on Boards, work toward smooth Board operations by facilitating introduction of new members, and organize Board member orientation and mentoring. The nominating committee also plays a key role in identifying new candidates the case of an unexpected officer or chair departure.

In addition, committee members may serve as trusted, independent third parties, or ombudspersons, for small organizations which do not have this as a separate role.

Source: Board Effect <https://www.boardeffect.com/blog/guidelines-for-a-nonprofit-nominating-committee/>

Board. For the last several years the WCA Board has been comprised, *de facto*, of all designated Committee Chairs plus all elected Officers (currently a total of eleven Board

members). There has been little or no formal adherence to the five-member quorum provision, with most decisions taken by simple majority vote of those Board members present at convened Board meetings. This is a pragmatic approach, responsive to the desire for greater representativeness; but this practice should be clearly codified in the Bylaws.

Generally speaking, the current Bylaws Article 4 provisions of President-appointed Chairs along with a seven-member Board (including all Officers plus three Committee Chairs appointed by the President), and a quorum provision requiring only the President and four other President-designated Board members, results in an executive-centric governance structure. Actual revealed preferences of several successive WCA Officer slates and Boards suggest greater interest in a more participatory governance structure. This suggests the desirability of broadening both the Board to reflect current practice, as indicted above, and also giving consideration to expanding the required Board quorum.

Recommendations

- Maintain Officer terms of one-year duration, with provision for up to two additional successive terms (total of three successive years).
- Formalize in the Bylaws the *de facto* current practice of defining the WCA Board to include all four elected Officers plus all Standing Committee Chairs.
- Increase Board quorum size as and if needed, and include at least two Officers one of which must be the President.
- Review the role of the Nominating Committee and develop its mission statement with a view to encouraging its enhanced involvement in WCA leadership succession planning as well as its possible function as independent Ombudsperson.
- Define provisions for online voting for Officers, in the rare cases this is required by public health or other emergencies, in the Bylaws.

C. Standing Committees, Committee Chairs and Committee membership

Standing Committees

The list of WCA Standing Committees defined in the Bylaws (Article 5), and the list in existence and reported on the WCA Website differ; these lists are in need of reconciliation (Table 1.3).

- **Per the Bylaws (Article 5):** “There shall be ten (10) standing committees of the Association, the chairperson of each shall be appointed by the President.” In addition, a Nominating Committee is appointed each year.
- **Per the WCA website and practice:** There are nine actual WCA Committees: seven Standing Committees and two Ad Hoc Committees (including the Ad Hoc Governance Committee), in addition to the annual Nominating Committee. Most, but not all, current Committees have published mission statements. Most, but not all, have designated Chairs appointed by the

WCA President, as per the Bylaws. Several important Standing Committees have neither mission nor Chair; these include Audit, Cooperative and Fund Raising Committees.

Table 1.3. Comparison of WCA Standing Committees, per Bylaws and Website

Bylaws	Website	Committee Missions (website)	Chair
1.Audit	NA	NA	NA
2.Beautification	1.Beautification/ Environmental	Organizes village cleanups, tree and bulb planting, etc.	Nick Ratcliffe
3.Cemetery	2.Cemetery	Helps maintain the Waterford Union of Churches Cemetery	Paul Rose
4.Cooperative	NA	NA	NA
5.Environmental	NA	Looks at issues involving our water and sewage	NA
6.Fund Raising	NA	Raises funds to support all of our other efforts	NA
7.Membership	3.Membership	Recruits new members and membership activities	Ed Lehmann
8.Preservation	4.Preservation	Ensures the preservation of our historic community	Mary Sheehan
NA	5.Social	NA	Jill Kadish
9.Special Events	6.Special Events	NA	Ann Belland
10.Streets	7.Traffic	Organizes traffic management strategy and plans	Meredith Imwalle
NA	8. <i>Ad Hoc</i> Water	Helps ensure dissemination to WCA member on water topics	Mark Sullivan
NA	9. <i>Ad Hoc</i> Governance	NA	NA
Nominating Committee	NA	NA	NA

Waterford’s current public services. Meanwhile, a review of the public-good services currently provided in Waterford – or those that may in future be needed – and the organizations, partnerships and policy resources and tools available confirms the need and relevance of most currently-filled Standing Committees (Table 1.4). This review also identified areas where additional work of existing or new Committees may be needed (among important near-term examples are: electric power and telecom-related issues; parking; sidewalks and walkability; air and water quality). There are also ways in which future streamlining and consolidating of Committees could be considered.

Committee Chairs. The Governance Committee examined procedures for designating Committee Chairs, comparing Bylaws provisions with current practice and ‘good practice.’ Bylaws Article 5 provides that “the chairperson of each [Standing Committee] shall be appointed by the President.” No terms for Chairs are stipulated. Consistent with enhancing the pluralistic nature of the Bylaws, the Governance Committee considered ways to ensure a broader process than Presidential appointment for designating Chairs, including involvement of the Nominating Committee in seeking local talent. Nonprofit good practice suggests an important role for the Nominating Committee in identifying Committee Chairs as well as Officer

slates. In addition, nonprofit good practice suggests Committee Chairs should have a defined, multiple-year mandate (e.g., two years, renewable) in order to achieve strategic goals – but that limits to mandates are likely to be beneficial to encourage innovation and avoid burnout among volunteer Chairs. WCA Standing Committee Chairs in practice have had varying mandates, in some cases years and other cases decades.

Table 1.4. Waterford village services, partner organizations, policy resources

Village Service*	Mandated Organizations	WCA Committees and Partnerships	Policy Resources & Tools
Transport infrastructure: <ul style="list-style-type: none"> - Street maintenance - Traffic management - <i>Drainage</i> - <i>Parking</i> - <i>Sidewalks</i> - <i>Safety</i> 	<ul style="list-style-type: none"> - VDOT (State) - Loudoun County DTCI 	<ul style="list-style-type: none"> <i>WCA Traffic Committee</i> <i>WCA Beautification Committee (drainage)</i> - Waterford Foundation - Local private residents - Nearby private residents - Commuters - Local farmers, businesses, road users 	<ul style="list-style-type: none"> - 1987 Waterford Area Mmt Plan - 2004 Bury the Wires study - 2016 JMT Cut-Through Traffic Study - BOS-approved Waterford Traffic Management Plan (2019) - Section 106 consultation - VDOT Historic Roads policy - Loudoun Historic Roads overlay - NHL Revision (2020)
Water and sewerage infrastructure: <ul style="list-style-type: none"> - Sewerage network and treatment - <i>Piped water network</i> 	<ul style="list-style-type: none"> - Loudoun Water (private) - County 	<ul style="list-style-type: none"> <i>WCA Water Ad Hoc Committee</i> - Waterford Foundation - Local private residents 	<ul style="list-style-type: none"> - 1987 Waterford Area Mmt Plan - 2004 Bury the Wires study - County water feasibility study - Relationship with Loudoun Water on sewerage service - NHL revision (2020)
Electricity and telecommunications infrastructure: <ul style="list-style-type: none"> - Electricity service - <i>Public lighting</i> - <i>Burying electric wires</i> - <i>Phone and cable</i> - <i>Burying telecoms</i> 	<ul style="list-style-type: none"> - Dominion (private) - VDOT (State) - Verizon (private) - Others 	<ul style="list-style-type: none"> <i>WCA Electricity Ad Hoc Effort (No Committee)</i> - Waterford Foundation - Local private residents 	<ul style="list-style-type: none"> - 1987 Waterford Area Mmt Plan - 2004 Bury the Wires study - Wire burying easement policy - Dominion historic village policy - Relationship with Verizon as village ‘resident’ - NHL revision (2020)
Other services: <ul style="list-style-type: none"> - Cemetery - Beautification - Preservation - <i>Trash collection</i> - <i>Recycling collection</i> - <i>Open space</i> - <i>Air and water quality</i> 	<ul style="list-style-type: none"> - County and State DHR - National Park Service - Multiple private, other organizations 	<ul style="list-style-type: none"> <i>Cemetery Committee</i> <i>Beautification Committee</i> <i>Preservation Committee</i> - Waterford Foundation - Local private residents 	<ul style="list-style-type: none"> - 1987 Waterford Area Mmt Plan - WF invitation to WCA to assist maintaining Phillips Farm - NHL revision (2020)

*No italics = current WCA involvement; *italics* = no current WCA involvement, or not currently provided.

Public information on Committee activities. A review of Committees on the WCA website revealed that not all have publicly-available mission statements (Table 1.3). In addition, there seem to be no formal arrangements for identification of government counterparts, and conveying that information (and those relationships) to successive Committee Chairs. The Traffic Committee is an example of best practice, where government counterparts are well-identified and strong relationships have been built. While this need not be incorporated into the Bylaws, WCA policies and practices should be established. There also seems to be little in the way of succession-planning for Committee leadership, with an evident role for the Nominating Committee (as noted above), but also WCA policy within Committees to identify “vice-Chairs.” Meanwhile, a further point regarding information is the absolute wealth of policy tools and resources that exist on Waterford, including sector studies and planning documents going back several decades (Table 1.3, discussed further in Section 3).

Recommendations

- Maintain with slight revisions the Bylaws Article 5 list of ten Standing Committees for the near term (Table 1.5).
- Streamline the Committee list to a smaller number over the longer term, as indicated in Table 1.5 (e.g., see Cemetery, Fund Raising, Preservation Cooperative Committees).
- Modify selection of Standing Committee Chairs so that the duly-elected WCA Officers (rather than the President) approve and designate Chairs from among candidates proposed by the Nominating Committee.
- Modify Bylaws Standing Committee Chairs term appointments to be two-year, renewable for up to two additional terms (total of six years).
- Appoint Committee Chairs for those Standing Committees that do not currently have them (Table 1.5).
- Consider a series of “WCA policy” (not necessarily codified in the Bylaws) proposals:
 - Ensure each Standing Committee develops (or reviews/revises, as appropriate) a Mission Statement endorsed by Committee members and the WCA Board, and makes it available publicly (on the WCA website).
 - Ensure each Standing Committee develops a list of its main government counterparts, to be passed on to new Committee Chairs.
 - Ensure each Standing Committee designates a formal (or informal) Vice-Chair, who could act for the Chair *in absentia* and potentially serve as a candidate for Chair in the future.
- Make provision in the Bylaws for a governance hygiene review comparing practice to Bylaws to be carried out at least every five years.

Table 1.5. WCA Committee-Specific Recommendations

Committee Area	Recommendation
1.Audit	<ul style="list-style-type: none"> - Appoint Committee Chair, define Mission Statement - To include at least two Board members, not to include Treasurer - Main role is to choose independent auditor, review audit report
2.Beautification	<ul style="list-style-type: none"> - Remove “Environmental” from Website title of the Committee
3.Cemetery	<ul style="list-style-type: none"> - Near term: No recommended change - Longer term: Consider this a funded activity under another Committee
4.Cooperative	<ul style="list-style-type: none"> - Near term: Define mandate to examine and assess need for new services not addressed by existing Committees (e.g., burying electric wires); - Define a Mission Statement and designate a Chair - Longer term: Consider the need for this Committee (or evolve to another)
5.Environmental -> Environment	<ul style="list-style-type: none"> - Re-designate activities of the current Ad Hoc Water Committee
6.Fund Raising	<ul style="list-style-type: none"> - Near term: Appoint a Chair, and define a Mission Statement; - Include Membership Chair, Treasurer and Special Events Chair; - Longer term: Consider designating as Finance Committee led by Treasurer
7.Membership	<ul style="list-style-type: none"> - No recommended change
8.Preservation	<ul style="list-style-type: none"> - Near term: No recommended change - Longer term: Consider folding into work of joint WCA-WF Committee
9.Special Events -> Social	<ul style="list-style-type: none"> - Combine the functions of Special Events and Social Committees (e.g., special events a sub-category within Social Committee); - Change the name of Special Events to “Social” Committee
10.Streets -> Traffic	<ul style="list-style-type: none"> - Rename Streets Committee “Traffic” Committee

Section 2. What is the WCA?

Review of medium-term options for institutional governance

The second question examined by the Ad Hoc Governance Committee was what is the WCA? What is the optimum institutional structure to ensure the wellbeing of Waterford and its citizens? In the near term, the relatively minor modifications to the WCA Bylaws recommended in Section 1 will hopefully help the WCA function more efficiently, effectively and democratically for its membership. However, in the medium-term, what institutional governance arrangement will help Waterford address its core challenges of securing public-good improvements to enhance livability while at the same time protecting its valued historic residences, structures and open spaces?

Several examples highlight the urgency of this dual challenge of achieving greater “voice” regarding infrastructure-related decisions while at the same time speaking with one voice on preservation topics in Waterford. Notable examples have been VDOT’s paving of Milltown Rd without consultation in the 1990s, which gradually led to increased cut-through traffic by several multiples today, to the point where residents have feared the Landmark status was in jeopardy. Dominion Energy’s decisions to severely prune large trees several years ago, and this year installing upgraded power lines, also without consultation, similarly represented lack of autonomy over infrastructure decisions that affected village livability as well as the appearance of the NHL. Additionally, inevitable pressure on open space and residential development will bring more parcels for sale (such as the large Brown sisters property Oakland Farm sold this year), and purchase by a conservation buyer is not always guaranteed. Waterford needs to examine medium-term institutional options to provide greater infrastructure decision-making autonomy along with an enhanced ability to defend the NHL from development pressures.

To gain insight into options for achieving this, the Governance Committee reviewed several different institutional arrangements employed by historic villages with active modern-day populations who also work to promote livability while preserving historic patrimony. Waterford is one of two dozen or so NHL-designated villages, towns or urban districts in the US. And there are literally hundreds of non-NHL historic villages, towns and districts in the US (and many more globally) that aim at the interlinked goals of managing traffic, providing clean water, ensuring public safety, and promoting walkability for current generations, while preserving historic structures, materials, appearances and open spaces for future generations.

Thus, the first point to clarify is that Waterford’s goal to provide a high quality of livability for its residents while preserving its treasured patrimony for future generations is not unique. There are many other examples to learn from. In fact, even within Loudoun County, the Loudoun Historic Villages Alliance (LHVA) – which includes Waterford, Lincoln, Aldie, Bluemont and others – was formed to address the common challenges of the County’s unincorporated historic villages, centered on this delicate balance of livability and preservation.

How have other jurisdictions achieved success in meeting this challenge? There is no “right” answer. But lessons from the institutional choices of some may inform Waterford’s options. The Governance Committee examined several institutional frameworks commonly employed in such jurisdictions. There are a number of options and hybrids and the Committee did not examine them all. Because of the depth and complexity of the topic, our goal was to outline some indicative areas to catalyze further study and discussion rather than providing specific recommended options. The governance arrangements examined by the Committee were:

- A. (Re-)incorporation as a Virginia town;
- B. Partnerships with parks and/or museums;
- C. Homeowners associations (HOAs); and
- D. Unincorporated rural village with devolved responsibility for planning.

A. Re-incorporation as a VA town

Context. Virginia is unusual in the US in its decentralization framework for several reasons among them Dillon’s Rule, which holds that local powers are derived from the state (whereas many other US states grant direct local self-determination). Thus, rural villages are in effect dependencies of their Counties. Incorporated Virginia towns, however, have greater local independence of planning and action (e.g., on investment programs, and managing modern intrusions such as traffic), and can provide a more inclusive, representative governance framework than a rural village that depends on decisions made by a legislature in a County capital. Virginia town incorporation can also provide a reliable source of revenue (e.g., portions of real estate tax, personal property tax, vehicle license fees). Incorporation is a lengthy legal process, however, and requires a clearly defined geographic boundary and involves challenges, e.g., ensuring a geographic area whose residents all prioritize historic preservation of the NHL.

Rationale. Waterford was originally incorporated as a Virginia town in 1836, but gave up its town charter in 1936 – one hundred years later – due to financial hardship. The main rationale for examining re-incorporation as a town today – nearly another century later – is the appeal of providing Waterford greater self-determination in overseeing needed public services and ensuring their historic appropriateness consistent with the NHL.

Nearby relevant incorporated town examples include Hillsboro, VA (population 150), a Loudoun County incorporated town similar in size and time of settlement to Waterford. Working in partnership with Loudoun County and others, Hillsboro’s mayor and town council have successfully developed and found substantial funding for an integrated \$22 million program of traffic management, water, and other services based on its Comprehensive Plan – a step required for all incorporated towns – a Plan which places the utmost importance on preserving the town’s historic context in tandem with its development (Box 2.1).

Box 2.1. Hillsboro VA Comprehensive Plan 2020

“The Hillsboro Comprehensive Plan establishes ... goals, policies and action items [in seven areas – historic assets, environmental resources, housing, economic development, community services, land use, transport] that are crafted to provide a pathway for the Town and its future leaders...

The preserved richness of its history and the dedication to that history by its residents explain its attractiveness as a place to live in spite of the readily apparent inconveniences imposed upon it by a modern society. Residents believe these historical community characteristics and, thus, our collective ties to the past, serve as the foundation of the community and comprise its most invaluable—and most fragile—assets. This Plan seeks, above all, to protect these assets for the welfare of this and future generations, of both Town residents and those who will, by virtue of Hillsboro’s existence, have the opportunity to see and experience unique facets of an Early American rural village. Accordingly, it is these historic assets that form the foundation of Hillsboro’s vision of its future.

Source: Hillsboro VA <https://irp-cdn.multiscreensite.com/82ddca5c/files/uploaded/TCREVISED010220DRAFT.pdf>

A number of other small historic incorporated towns in Loudoun and nearby serve as potential examples from whom Waterford can learn more about the benefits and constraints to incorporation. These include Hamilton, VA (population 570), Middleburg, VA (population 540), The Plains (population 240).

Legal requirements

The Code of Virginia sets out the legal requirements for town incorporation (Box 2.2).

Box 2.2. Town Incorporation Requirements in Virginia – Code of Virginia Section 15.2-3601

Evidence required to support town incorporation:

1. A petition signed by not fewer than 100 duly qualified voters residing within the boundaries of the proposed town supporting the proposed incorporation.
2. A written metes and bounds description of the area proposed for incorporation as a town having, as a minimum, sufficient certainty to enable a layman to identify the proposed town boundary. The description may make reference to readily identifiable monuments such as public roads, rivers, streams, railroad rights of way, and similar discernible physical features.
3. A map showing (i) the boundaries of the proposed town and their relationship to existing political boundaries; (ii) identifiable unincorporated communities; (iii) major streets, highways, schools, and other major public facilities; (iv) significant geographic features, including mountains and bodies of water; and (v) existing uses of the land, including residential, commercial, industrial, and agricultural.
4. A land-use table showing both the acreage and percentage of land currently devoted to the various categories of land use in the area proposed for incorporation.
5. ***The past, the estimated current, and the projected population of the area proposed for incorporation and the county within which the town would be situated [at least 1,000 inhabitants required]***
6. ***Information indicating (i) why the proposed incorporation is desired and in the interest of the inhabitants; (ii) how the general good of the community is served by the incorporation; and (iii) why the services needed within the proposed town cannot be provided by the establishment of a sanitary district, through the extension of existing county services, or by other arrangements provided by law.***
7. The commission shall endeavor to assist communities contemplating or involved in proposed town incorporations by identifying additional data elements considered by the commission to be relevant in the disposition of incorporation issues.

Source: Code of Virginia, available at: <https://law.lis.virginia.gov/vacode/15.2-3601/>

The two key requirements – and how Waterford could conceivably meet them – are:

- **Requirement 1:** Geographic area must have at least 1,000 inhabitants (point 5 in Box 2.2).

Waterford context. While the Waterford NHL district has an estimated population of less than 500, the “Waterford Area” (Elementary School District), has an estimated population of over 1,500. The Elementary School District (unlike the larger 20197 zip code with about 2,200 population) is a potentially suitable district of residents with strong links to Waterford village through the elementary school. The fact that this has been the WCA regular membership area also makes it a natural historical boundary for the village.

- **Requirement 2:** Goals of jurisdiction cannot be met other than by incorporation (point 6 in Box 2.2).

Waterford context. The challenges of Waterford’s particular needs for service provision in a way that preserves the NHL are likely to afford opportunities to make the case that town incorporation may be a superior option to other solutions, including the *status quo* as a Loudoun rural village. Examining Hillsboro’s experience in particular is likely to be informative. One Virginia jurisdiction in the process of making this case is Massanutten. While Massanutten is not a historic village, it’s examination of the steps needed for town incorporation provides relevant background for Waterford (Box 2.3).

Box 2.3. Massanutten, Virginia – Town Incorporation Feasibility Study

Massanutten, VA (population 2,600) in Rockingham County, is currently a census-designated place in Rockingham County that is a successful resort (skiing and other outdoor activities). The village of Massanutten is run as a homeowners association (Massanutten Property Owners Association, MPOA).

Several Massanutten residents carried out a feasibility study on town incorporation dated 2011, which the authors also intend to be a template usable by other jurisdictions and thus is useful for Waterford’s consideration. The study clarifies that the only function Virginia towns must obligatorily provide is comprehensive planning and zoning; and that all other legally allowable town services (law enforcement, road maintenance) are optional. The Massanutten feasibility study developed five options for different packages of service provision and associated budgets/tax assessments which may be a useful example for Waterford to evaluate.

The MPOA in effect complicates the question of incorporation (e.g., on ownership of assets, and charges for services). Thus Massanutten has not yet incorporated but it expects to work to this goal.

Source: Town of Massanutten, available at: <http://townofmassanutten.org>

B. Park/museum public or private partnerships

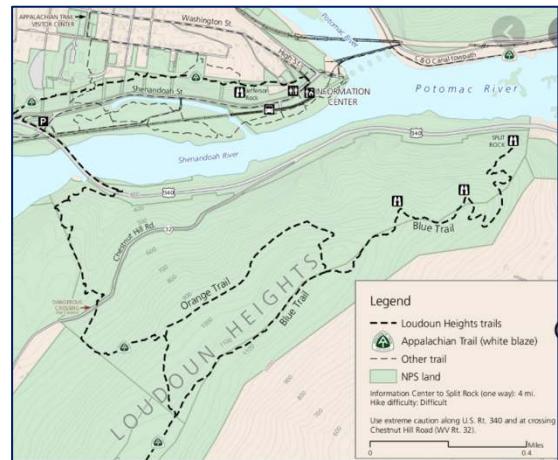
Context. Private corporate and public (regional, national) park and/or museum partnerships have been created in historic villages throughout the US. These vary from parks operating historic villages or towns to parks managing open spaces, open-air museums, and/or museum areas in association with historic towns or villages. The advantages to partnerships with parks

have more to do with facilitating preservation of historic structures and open spaces than providing services and livability for communities. But several examples of co-existence of historic parks with historic residential communities may suggest some useful hybrid approaches.

Rationale. The rationale for considering park partnerships in Waterford is as a potential means to support financial sustainability of the structural patrimony and open spaces of the NHL, along with increased sharing of historic artifacts through a museum, while also facilitating through funding enhanced village infrastructure services. While the WF is the owner and lead organization on Phillips Farm and key historic structure preservation, the WCA is an interested party in NHL oversight and its citizens’ quality of life is directly affected by decisions involving management of WF properties such as Phillips Farm and the Waterford Mill.

Relevant park partnership examples

- **Harpers Ferry WV** (population 130), on the National Register of Historic Places, is an incorporated WV town that works in tandem with the National Park Service (NPS)-run Harpers Ferry National Park, which includes open space as well as portions of the historic town that are run by the NPS as a museum. Its relevance for Waterford lies in the partnership of the incorporated town with the NPS on the park and museum. The NPS already has interest in Waterford through its management of the National Historic Landmark program; e.g., the NPS is reviewing a 2019 update and revision to the NHL justification (see Section 3).



Harpers Ferry National Park

- **Williamsburg VA** (population 160 Colonial Williamsburg employees and families who rent corporate-owned homes) is on the National Registers of Historic Places and is an infamous Virginia NHL, developed as an open-air museum with Rockefeller funding in the 1920s and 30s. Williamsburg is less a model for Waterford than an example of corporate sponsorship; Waterford may have interest in attracting corporate partners, not only to preserve its historic assets but also to support infrastructure investments (e.g., burying the electric wires and water lines) that enhance the NHL. Many other corporate or publicly-supported open air historic park-museums exist worldwide, including several in Europe.
- **18th and 19th C Northern Virginia mill museums and open-air parks.** The Waterford Mill is its one of the NHL’s main historic features, and as the locus of entry to Phillips Farm, is also a potential driver of revitalized preservation and conservation in Waterford. Multiple historic milling towns in Northern Virginia, including Aldie, Colvin Run, Millwood, Occoquan

and others have successfully turned their mills into museums and/or parks integrated into the modern economy, providing models for Waterford (Box 2.4).

In fact, the Waterford Mill seems unique among existing 18th and 19th C Northern Virginia mill structures in that efforts underway for more than a decade to begin the restoration process (first steps being urgent stabilization works) have thus far failed. This is despite longstanding plans for its restoration, the WF being an owner well-versed in historic preservation, and designation of State and County funding. The WF has now reorganized the stabilization effort and garnered new public funding under a reduced 2019 draft scope of work which hopefully will move forward in the near term. However, there are multiple subsequent steps and major funding needed to complete restoration before the Mill can effectively play the role envisioned by the WF, such as home for a Craft School.

The reason this is important to the WCA is that Waterford citizens are partners in preserving the NHL. Many of the village houses (e.g., those on Main St. and Bond St.) are as important and integral to the NHL as the Mill. Waterford citizens will feel both the benefits of Mill restoration as well as the opportunity cost of continued delays. Therefore, the WCA arguably has a role to play in helping the WF catalyze Mill restoration – as well as helping to catalyze through technical assistance, funding and other ways sustainable protection of the Landmark generally – for the benefit of the common good of the community.

Box 2.4. Historic mill-focused parks and museums in Northern Virginia

Aldie Mill, Aldie VA. The Aldie Mill is a restored grist mill is run as a historic park by NOVA parks, and is rented for events and meetings. NOVA parks acquired the mill in 2006 from the Virginia Outdoors Foundation; its restoration was completed in 2010 with grant funding from the Loudoun Preservation Society.



Colvin Run Mill, Great Falls VA. The Colvin Run Mill is an open-air museum and park run by Fairfax County Park Authority. The park holds classes, camps and field trips at the restored working mill which mills and sells its own flour.



Burwell-Morgan Mill, Millwood VA. The Millwood Mill was donated to the Clarke County Historical Association in 1964, which completed its restoration in 1970. The County Historical Association operates the mill as a museum and working grist mill which sells flour and other products and conducts tours and other events.



Mill House Museum, Occoquan, VA. Occoquan mill was built by Quaker Nathaniel Ellicott in the same period as the Waterford Mill. In the 19th C the mill was connected to the Janney family. When the Occoquan River was impounded in the 20th century the Fairfax Water Authority purchased the mill, and now rents it to the town for use as a museum.



C. Homeowners associations (HOAs)

Context. Homeowners' associations (HOAs), or property owners' associations (POAs) provide a legal structure (through HOA Bylaws and Covenants, Conditions and Restrictions, or CCRs) and financial resources (through HOA fees) to manage common community assets and open spaces. This is often focused on controlling the types of structures and modifications to buildings allowed in the HOA. HOAs vary markedly, but another common feature is providing some ability to share expenses and cooperate on core services such as grounds maintenance, road maintenance, or street lighting. Typically, participation in an HOA is mandatory for the designated boundary area on purchase of a property, therefore the arrangement is equitable. HOAs and POAs are used almost exclusively in new residential developments, and not typically applied to in existing residential contexts or to historic districts.

Rationale. Despite rarely being applied to historic districts, the HOA model has some features that are at least on paper of interest for Waterford, including collective fees paid to ensure management of some public services, maintaining of common open space, as well as setting standards for appearance of residences. However, an HOA would not resolve core challenges like traffic management or road maintenance (since VDOT has management control of Waterford's roads which cannot be privately held, as HOA private roads would be). Moreover, management of historic appearance of residences is more readily managed through historic easements on exteriors, which most homes in the Waterford NHL have. In addition, unanimous agreement of Waterford citizens to a common HOA CCR and fees is likely to be a challenge.

HOA examples. The Committee found a two isolated examples of HOAs used in historic communities. One in Arlington VA (Fairlington), a very large (several thousand unit) condominium housing development originally built for returning soldiers following WWII and given VA Historic Landmark and National Historic Register status in 1999; and one in Beaverton OR (Oak Hills District), a mid-century 600+ residence condominium that recently was listed on the National Historic Register. However, these have limited relevance for Waterford because they were HOAs that were later listed on the Historic Register (rather than the other way around). **The Committee did not find evidence that HOA Bylaws provisions or CCRs would provide useful tools for Waterford's governance challenges.**

D. Devolved planning responsibility

The Committee considered one further option which was to seek permission for a structure, devolved planning responsibility from the County (perhaps in coordination with the LHVA to all its villages over a certain size). The only function actually required with incorporation as an independent town is town planning. The goal of a hypothetical devolved planning approach would be to negotiate with the County a decentralization of the town planning function to the WCA. This could perhaps be accompanied by delegation of a dedicated town planner with expertise in historic rural villages. **It is suggested that this is an area to be further developed.**

Comparing options

These institutional options were compared in an indicative, qualitative way with the status quo using four governance parameters. (The simple comparison allocated one X if the institutional arrangement was likely to only slightly meet the criterion, two Xs if it was likely to modestly meet the criterion, and three Xs if it was likely to meet the criterion well.) The four governance parameters we considered important to the WCA and to Waterford’s citizens were:

- ability to facilitate effective planning, influence and implementation of public (particularly infrastructure) services;
- ability to ensure financial sustainability;
- ability to safeguard protection of historic patrimony and the NHL; and
- ability to foster broad representativeness of the Waterford community.

Table 2.1. Indicative qualitative ranking of possible institutional governance options

	Public service independence	Financial sustainability	Historic patrimony protection	Degree of Representativeness
Town incorporation	XXX	XXX	XX	XXX
Park or museum partnership	--	XX	XXX	--
HOA arrangement	X	X	X	X
Status quo with planning devolution	XX	X	XX	X
Status quo	X	X	X	X

X = likely to slightly meet criterion; XX = likely to meet criterion moderately; XXX = likely to meet criterion well.

This indicative preliminary analysis suggests that most options reviewed would represent an improvement in most parameter areas over the status quo of Waterford remaining an unincorporated rural village:

- In particular, town incorporation offers likely advantages across the range of parameters – though also likely involves significant time, effort and obstacles.
- A park partnership may provide advantages for protecting Waterford’s historic patrimony, and possibly financial sustainability; though it is not likely to enhance representativeness or autonomous management of public services.
- A hypothetical hybrid solution of devolved planning could result in enhanced public service autonomy and historic resources protection, though is unlikely to improve financial sustainability or governance representativeness.
- Finally, it seems clear that pursuing an HOA arrangement did not carry significant governance benefits over the status quo, and should likely be discarded among options.

Recommendation

The Governance Committee identified options but not with sufficient depth to be able to make even preliminary recommendations. Instead, based on this cursory review, the Committee suggests further investigation of medium-term institutional governance arrangements over the next six months, in tandem with developing and carrying out Waterford 2040 (Section 3).

Next steps

Designate responsibility and define terms of reference for medium terms governance study, focused particularly on feasibility of incorporating and options for devolved planning, including outreach to:

- Hillsboro planning team to (i) understand their Comprehensive Planning process and financing strategy (as possible model for Waterford 2040); and (ii) how being an incorporated town facilitated their efforts.
- Massanutten town incorporation group to understand the steps, pros and cons to incorporating.
- Harpers Ferry and NPS on how the Harpers Ferry National Park, including its museum, works together with the town.
- LHVA and with Loudoun County Planning to brainstorm options for possible devolved planning responsibility to rural villages.

**Section 3. Where does Waterford want to be in 10-20 years?
How to get there?**

The third question examined by the Ad Hoc Governance Committee was where does Waterford – and its citizens – wish to be in 10 or 20 years, and how to get there? The Committee’s main focus on this question was examining the rich legacy of planning documents, studies and project/sector specific plans developed for Waterford by citizens, consultants and others over the last three decades, a selection of which is presented in Table 3.1. This wealth of resources and tools provides an ample foundation for pursuing Waterford’s medium-term future.

Table 3.1. Selected key Waterford policy tools and sectoral consultant studies

Policy Tools	Waterford Area Management Plan, 1987
	BOS-Approved Waterford Traffic Management Plan, 2019
	Western Loudoun Historic Roads Overlay, 2020
	Draft Revision to the NHL (2019)
Studies	Bury the Wires, 2004
	Traffic Management (MBI), 2020
	Traffic Cut-Through (JMT) 2018
	Water Feasibility, 2020

Meanwhile, in June 2019, the Loudoun County Board of Supervisors adopted Loudoun County’s new Comprehensive Plan, which includes the Loudoun County 2019 General Plan and the Loudoun County 2019 Countywide Transportation Plan. The Comprehensive Plan will serve as the County’s guide for land use and transportation policy that will provide a flexible framework and implementation strategy to meet the County’s future priorities and needs.³ In tandem, substantial work has been done to develop the Western Loudoun Rural Development Area strategy, in particular by the Loudoun Preservation and Conservation Coalition, of which the WCA and WF are members.

Whether as a rural village, an incorporated town, or something in between (Section 2), Waterford naturally finds its place within this new Comprehensive Plan with its clear focus on a dynamic rural Western Loudoun. Given the new Plan, and the wealth of planning and sectoral resources for Waterford, the Governance Committee found its most self-evident recommendation (made early in the Committee’s deliberative process to the WCA President, see Attachment) was to suggest embarking on a community-driven Waterford 2040 Vision and Strategic Planning exercise. It suggests this be carried out jointly by the WCA and the WF via a joint Committee designated for the purpose.

Recommendation (see Memo in Attachment)

- Carry out of a visioning exercise that would result in development of a unified 20-year “Waterford 2040” plan.
- Create of a Joint WCA/WFI Waterford 2040 Working Group to plan Visioning Sessions in the near term and lead the effort.
- Eventually, over the medium term, create a Joint Standing Committee to develop the completed vision and follow up steps toward a unified Waterford 2040 plan.

Next steps

- WCA President and Officers present this concept to its Board.
- If accepted the concept would be brought before an upcoming WCA meeting.
- WCA President and Officers coordinate with WF Executive Director to present this concept to WF Board of Directors.
- If accepted by both WCA and WF a joint organizational meeting will be held early in 2021.
- Identify role of consultants, budget and possible funding sources.
- Develop timetable for first phase of Visioning Sessions.

³ Loudoun County, available at: <https://www.loudoun.gov/4957/Loudoun-County-2019-Comprehensive-Plan>

MEMO

To: Ray Daffner, President of the Waterford Citizen Association (WCA)
From: WCA Ad Hoc Governance Committee (members Mary Sheehan, Mike Stup and Cate Magennis Wyatt)
RE: Recommendation for a “Waterford 2040” vision and planning exercise, and creation of a Joint WCA/WFI Waterford 2040 Committee.
Date: November 5, 2020

Background:

Over the course of many years, the citizens of Waterford (through the Waterford Citizens’ Association, WCA), and the Waterford Foundation, Inc. (WFI), in conjunction with other partnering organizations (the National Park Service, NTHP, VA DHR, etc.) have created visionary plans to chart the future *desired for the betterment and protection* of the village and the National Historic Landmark

These plans have allowed the two organizations to be in the position to increasingly manage and plan our collective future.

Attached is a summary of the multiple Visionary and Site Specific plans conducted to date over the last three decades.

Due to the nature of non-profits and volunteer organizations, the good work of one era can unfortunately be duplicated by a following era due to the lack of an organizational governing structure, with a centralized archive and dedicated Joint WFI/WCA Standing Committee to ensure the plans we want are implemented.

Existing Conditions:

The WCA is in the process of examining and updating its governing documents to address the shifting roles and responsibilities it has assumed, in particular regarding village infrastructure such as traffic and water, in addition to its historically Social and Beautification initiatives.

Recommendation:

The WCA Ad Hoc Governance Committee recommends: (i) pursuit of a visioning exercise that would result in development of a unified 20-year “Waterford 2040” plan; (ii) creation of a Joint WCA/WFI Waterford 2040 Working Group to plan Visioning Session(s); and (iii) eventual creation a Joint Standing Committee to develop the completed vision and follow up steps toward a unified Waterford 2040 plan.

The Benefits presented for consideration include but are not limited to:

- The opportunity to discuss, plan and determine in a participatory way our collective vision for what Waterford will be in 2040.

- With a unified plan the probability of securing County, State, NVTA, Federal and philanthropic funding increases exponentially.
- With a unified vision the recognition of the importance of the National Historic Landmark designation can no longer be ignored. Indeed, a unified vision will define roles and responsibilities for interaction with each level of elected officials (Local, State and Federal), multiple divisions within State agencies (e.g., VDOT), and all privately-run utilities (e.g., Dominion Energy, Loudoun Water) and each of our many statewide and national partners.
- With a unified vision and plan the WFI and the WCA will be able to utilize and enforce all tools available to it under Section 106, the National Heritage Area designation, State Scenic Byway programs, to name a few of the strategic policy tools for historic patrimony and open space protection.

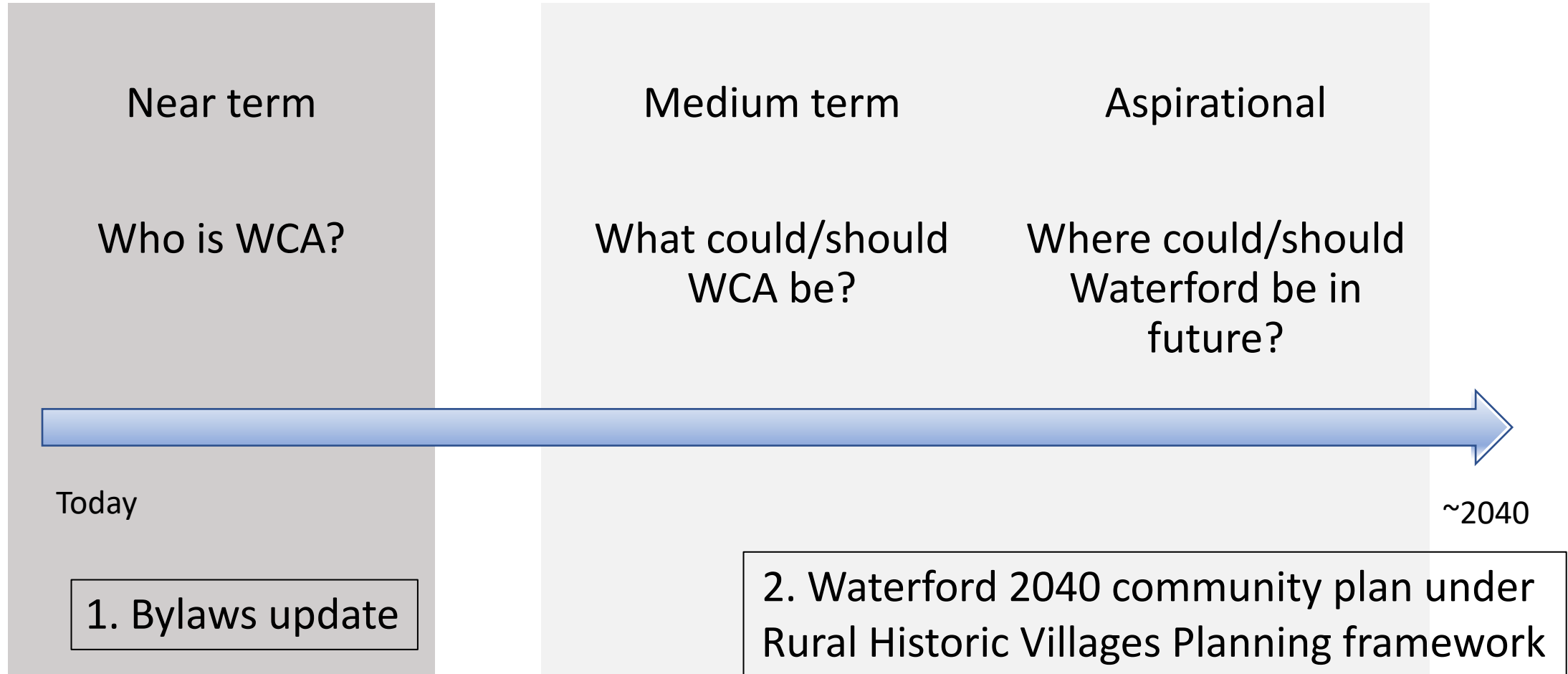
Next Steps:

The WCA President and Officers present this concept to its Board of Directors and if accepted it would be brought before an upcoming WCA Meeting for consideration.

The WCA President and Officers coordinate with the WFI Executive Director to encourage her to present this concept to the WFI Board of Directors

If accepted by both the WCA and the WFI a joint organizational meeting will be held early in 2021.

Ad Hoc Governance Committee Review: questions & main recommendations



Who is WCA? Bylaws hygiene review

- Geographic boundaries
 - “Waterford area” vs “project area”
- Membership types, voting, dues
 - Clarify Regular and Associate
- Elections, Officers and Board
 - Set terms, clarify Nom Com
 - Better define Board
- Committees
 - Resolve inconsistencies (table)
 - Chair appointments
 - Policies: decisions, succession planning, counterparts, missions
- [Context: Who is WF?]

<u>Bylaws</u>	<u>Website</u>	<u>Missions (website)</u>	<u>Chair</u>
1.Audit	NA	NA	NA
2.Beautification	1.Beautification/ Environmental	Organizes village cleanups, tree and bulb planting, etc.	Nick Ratcliffe
3.Cemetery	2.Cemetery	Helps maintain the Waterford cemeteries	Paul Rose
4.Cooperative	NA	NA	NA
5.Environmental	NA	Looks at issues involving our water and sewage	NA
6.Fund Raising	NA	Raises funds to support all of our other efforts	NA
7.Membership	3.Membership	Recruits new members and membership activities	Ed Lehmann
8.Preservation	4.Preservation	Ensures the preservation of our historic community	Mary Sheehan
NA	5.Social	NA	Jill Kadish
9.Special Events	6.Special Events	NA	Ann Belland
10.Streets	7.Traffic	Organizes traffic management strategy and plans	Meredith Imwalle
NA	8.Ad Hoc Water	Helps ensure dissemination to WCA member on water topics	Mark Sullivan
NA	9.Ad Hoc Governance	NA	NA

Recommendation 1: Bylaws update

How to get there?

- Hygiene review has raised issues
- Multiple options for “fixing”
- Dialogue, consultation
 - Identify additional solutions
 - Build buy-in
- Bylaws (Art. 6.2) require presentation of amendments in Q before vote

Recommend --> Update WCA Bylaws:

- Governance hygiene report on website
- Delegate redlining of Bylaws
- Redlined Bylaws on website
- Open review period (online and other ways)
- Propose revised Bylaws draft Q2
- Vote revised Bylaws Q3

What could/should WCA be? Options review

1. Town incorporation
 - Greater autonomy, but obstacles to achieving
2. Public and private partnerships or sponsorships
 - Funding, preservation support but little impact on autonomy
3. HOAs
 - Not likely to offer major benefits
4. Devolved planning through Rural Historic Villages framework
 - Enhanced autonomy with little downside, available to us now
 - Provides vehicle to answer question 3 on aspirational future goal

Loudoun 2019 Comprehensive Plan Rural Historic Villages framework

Goal: “development and land use in [County’s 12] Rural Historic Villages must be compatible with the historic development pattern, community character, visual identity, intensity, and scale of the individual villages...”

Means: “work with Rural Historic Villages to develop **community plans** that support appropriate land use, zoning, community facilities, water and transport.”

Aldie (2019 Small Area Plan, village) and Hillsboro (Comp Plan, incorporated town) provide examples

Recommendation 2: Community plan

How to get there?

- Community plan most promising, though study of other options may be useful
- Waterford has wealth of pre-existing planning studies
- Update to Waterford Area Management Plan 1987
- Rural Historic Village community plan framework not yet formed
 - Waterford may be test case
 - Must be participatory, link to other LHVA villages

Recommend --> Embark on Waterford community plan:

- Post governance options report on website
- Plan for interactive, participatory process
- Continue outreach to County and LHVA
- Outline steps for vision and community plan development
- Formalize joint effort WCA-WF on Waterford 2040 vision sessions
- Identify consultant, funding
- Waterford 2040 Vision sessions Q2
- Aim for draft outline of plan by Q4

3/25/21 WCA Board meeting comments

Harriet R. B. Dickerson to Everyone (7:18 PM)

Thank you, Cate, Mary & Mike!

Julia Thompson to Everyone (7:21 PM)

I'd be happy to help with the grant writing, as well! Sounds like a great opportunity!

Kay Chewning (Edge Commercial) to Everyone (7:23 PM)

Very excited about the vision plan. I look forward to learning more and helping where I can. Thanks to the committee for all of their work so far.

Stephanie Kenyon to Everyone (7:24 PM)

Ray, I'm happy to help, too.

Miriam to Everyone (7:25 PM)

when is end of quarter 2?

Jill Kadish to Everyone (7:25 PM)

June 2021

Miriam to Everyone (7:27 PM)

thanks Jill, so that would mean the changes in bylaws would be approved by membership in June 2021?

Jill Kadish to Everyone (7:28 PM)

Yes. What Mary said :)

Miriam to Everyone (7:29 PM)

As Richard is saying, is there time to discuss?

Good idea, meeting in May, thanks!

Stephanie Thompson to Everyone (7:39 PM)

For the grant opportunity I found, proposals are due on April 23rd.

Jamie Hutton to Everyone (7:44 PM)

Thank you committee!

Julia Thompson to Everyone (7:45 PM)

Thank you, committee!

Ray Daffner to Me (Direct Message) (7:48 PM)

Thank you Cate for all your efforts!!! :) We are moving forward!

Me to Ray Daffner (Direct Message) (7:48 PM)

MY PLEASURE! Thanks for keeping the meeting on topic.

Ray Daffner to Me (Direct Message) (7:49 PM)

and Stephanie Kenyan wants to work with you on the Vision 2040 effort. good idea?

Jeff Bean to Everyone (7:52 PM)

Just FYI; the bottom of the Clarke's Gap signpost is rotted -

Mike Stup to Me (Direct Message) (7:52 PM)

most excellent presentation on the two concepts. thank you Cate

richardfolder to Everyone (7:53 PM)

Are the new signs covered in the budget? Does this include installation?

marysheehan to Me (Direct Message) (7:54 PM)

Cate, thank you that was marvelous! Look forward to next steps!!

Harriet R. B. Dickerson to Everyone (7:57 PM)

good points, Cate

richardfolder to Everyone (8:01 PM)

Will this have to go before HDRC?

Jill Kadish to Everyone (8:03 PM)

Or write in chat!

I approve.

Kay Chewning (Edge Commercial) to Everyone (8:05 PM)

yes

richardfolder to Everyone (8:05 PM)

No to sign # 1

Buchanan, Sharon L to Everyone (8:05 PM)

I'm not voting. thanks

Sue Manch to Everyone (8:06 PM)

i'm in favor

richardfolder to Everyone (8:07 PM)

Because I like the smaller sign

Jill Kadish to Everyone (8:07 PM)

Noted. Thank you. We'll have a copy of the chat as well after the meeting for a record.

Kay Chewning (Edge Commercial) to Everyone (8:10 PM)

walkability study is a good idea. The sidewalks in Waterford are dangerous and bad shape in places.

Julia Thompson to Everyone (8:11 PM)

I agree -- I would love to be able to walk safely with my children in the village

Jamie Hutton to Everyone (8:14 PM)

Thank you Meredith; you're a rock star!!!

Harriet R. B. Dickerson to Everyone (8:14 PM)

Harriet agrees with Mike too

Julia Thompson to Everyone (8:14 PM)

Great point, Jeff

Harriet R. B. Dickerson to Everyone (8:15 PM)

good point Richard

& Jeff

Jill Kadish to Everyone (8:16 PM)

I agree

Waterford 2040 Visioning
 Last Updated 4/8/21

Mission Statement (draft)

The WCA and the WFI, each stewards of the Waterford National Historic Landmark, are working collaboratively to protect the NHL and to direct future cultural, infrastructure and community improvements.

Goal:

Create a Waterford 2040 Visioning Plan by _____, for implementation _____

Recommendation as outlined in the November 20, 2020 Memo to the WCA Chair

- Take steps to prepare, plan for and carry out a community-based visioning and strategic planning exercise that would result in development of a unified 20-year “Waterford 2040” plan under the Rural Historic Villages planning framework.
- Create a Joint WCA/WFI Waterford 2040 Working Group to lead this effort.
- Host community-wide, facilitated, visioning sessions to, through an iterative process, create a unified vision for our community.

Steps taken:

Ad Hoc Governance committee presented the Waterford 2040 Vision concept to the WCA President and Officers, who approved bringing to the full WCA Membership	March 9, 2021
WCA President and Officers presented Waterford 2040 concept before the WCA meeting.	March 25, 2021
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Resource Materials

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	Mandated	WCA Committees and	
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Village Service*	Organizations	Partnerships	Policy Resources & Tools
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U.S. Department of the Interior, National Park Service, Cultural Resources
National Trust for Historic Preservation
VA DHR
Preservation Virginia
Loudoun County Department of Planning

Potential Consultants

1992 Elizabeth Brabec
Mary Ann Naber
Lardner Klein

Resources

Comparable Villages/Images

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Chuck Kuhns

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Paul Mellon Estate \$200k

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Virginia's DEQ Water Facilities Revolving Fund awarded a low interest loan to cover costs until grants in place

Next Steps

Committee Positions and Roles:

Chair: Create Budget and Timeline

Vice Chair,

Director of Funding: Identify Funding opportunities

Outreach/Communications

Volunteer Coordination

Waterford 2040 Visioning
Last Updated 4/8/21

Mission Statement

The WCA and the WFI, each stewards of the Waterford National Historic Landmark, are working collaboratively to protect the NHL and to direct future cultural, infrastructure and community improvements.

Goal:

Create a Waterford 2040 Visioning Plan by June 2022 for implementation beginning in 2022

Recommendation as outlined in the November 20, 2020 Memo to the WCA Chair

- Take steps to prepare, plan for and carry out a community-based visioning and strategic planning exercise that would result in development of a unified [10 or 20-year] “Waterford [2030 or 2040]” plan under the Rural Historic Villages planning framework.
- Create a Joint WCA/WFI Waterford 2040 Working Group to lead this effort, and to plan visioning sessions in the near term.
- Eventually, over the medium term, create a Joint Standing Committee to develop the completed vision and follow up steps toward a unified Waterford [2030 or 2040] plan.

Steps taken:

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WCA to create an Ad Hoc 2040 Visioning Plan Committee, which will remain open for further participants	April 7, 2021

Next Steps

Committee Positions and Roles:

Chair: Create Budget and Timeline, initial list of consultants, Advisors and Partners

Vice Chair,
 Director of Funding: Identify Funding opportunities

Director of Outreach: Identify Funding Opportunities:

Volunteer Coordination

Resource Materials

Table 1.4. Waterford village services, partner organizations, and policy resources

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<ul style="list-style-type: none"> - <i>Trash collection</i> - <i>Recycling collection</i> - <i>Open space</i> - <i>Air and water quality</i> 	<ul style="list-style-type: none"> - DHR - National Park Service - Multiple private, other organizations 	<ul style="list-style-type: none"> - Waterford Foundation - Local private residents 	<ul style="list-style-type: none"> - NHL revision (2020)
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Partners:

U.S. Department of the Interior, National Park Service, Cultural Resources

National Trust for Historic Preservation

VA DHR

Preservation Virginia:

Ms. Elizabeth S. Kostelny

Chief Executive Officer

ekostelny@

804-648-1889 ext. 306

Loudoun County Department of Planning

Potential Consultants

1992 Elizabeth Brabec

Mary Ann Naber

Resources

Comparable Villages/Images

Potential Funding Resources

Network for Landscape Conservation

“LANDSCAPE CONSERVATION CATALYST FUND Applicant Guidance Document: 2021 Funding Round March 15, 2021 “

https://landscapeconservation.org/wp-content/uploads/2017/12/Catalyst-Fund_2021Guidance-Document_FINAL.pdf

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Waterford 2040 Advisory Council

POSSIBLE MEMBERS

Bill Hart

W. Brown Morton III

Bob Blue, Chair, President and CEO Dominion Power

Bowman Cutter

Adele Chatfield-Taylor

Scott Kasproicz, Commonwealth Board of Transportation

Hair Phyllis Randall

Congresswoman Wexton

Senators Warner and Kane

Additional Names for consideration --

Madeleine Albright

Maggie Bryant Founder of The Jamestown Compact

Jacqueline Mars

Advisory Council STRUCTURE

- 1) This is an Advisory Council, not a board, not a committee.
- 2) One of the main functions of the council is that they increase our credibility and public presence, others will know that these people are formally allied with our efforts.
- 3) They will be kept current on activities in a way that our committee will determine.
- 4) This will not be a group that meets, [although they will be invited to 2 special receptions.](#)
- 5) Their support and contacts will help build momentum for our fundraising efforts.
- 6) Their names will be listed on "Save the Landmark" letterhead.

ACTION ITEMS

- 1) Create a packet for new members consisting of welcoming letter thanking them for their support and introducing them to "The Council" and documents briefing them on the Phillips Farm and committee activities to date.
- 2) Decide, as a committee who we should approach to be members of the "Advisory Council", and who among us is best to approach them.

2040 Plan Business Plan

last updated 5/19/21

Goal: Develop Waterford 2040 community vision/plan through a collaborative, participatory process focused on the area defined by the NHL; with engagement of stakeholders notably WF, and inclusive of nearby others

Structure: Phased approach along the lines of Julia's proposal (forthcoming), starting with the large frame vision and progressing to themes/topics/sectors with teams working to develop specific plans

Timetable:

- Vision sessions to begin shortly, carry through summer, vision statement by fall
- First outline of strategic plan to be completed by year-end
- Details to be collated into formal community plan in 2022

Next steps:

- Weekly meetings toward first community vision sessions, document sharing through Dropbox
- Two options for hopefully pro-bono vision facilitating, tbd in near term (Julia and Stephanie)
- Update membership at June Q2 meeting
- Build on Bylaws modifications per June Q2 meeting vote
- Determine more detailed timetable in next weeks

Team: Above group as 'leadership team,' with Cate at the helm. We will work collaboratively and once vision and detailed next steps clear will build links to others as appropriate

Also:

- Expand beyond WCA members to NHL residents and creatively to others beyond
- Take this effort as an opportunity to enhance clarity on governance matters with WF
- Collaborate with LHVA and others, best practice from Hillsboro (also lesson from Aldie, URL links below)
- Stay open to defining structure of strategic plan based on creative thinking during visioning...

Hillsboro VA 2019 Comprehensive Plan

<https://irp-cdn.multiscreensite.com/82ddca5c/files/uploaded/TCREVISED010220DRAFT.pdf>

Loudoun County 2019 Comprehensive Plan (starting page 2-104 on Rural Historic Villages)

<https://www.loudoun.gov/DocumentCenter/View/152285/General-Plan---Combined-with-small-maps-bookmarked>

Aldie's plan is pdf only, will put this in dropbox

Waterford 2040 Visioning
Last Updated 7/12/21

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Goal:

Create a Waterford 2040 Visioning Plan by _____, for implementation _____

I. Comparable Initiatives, which may inform the visioning process

- Williamsburg, VA
- Hillsboro, VA
- Rt. 50 Traffic Calming, VA
- Deerfield, MA
- NTHP publications, including: Rebuilding Community: Best Practices Toolkit:
<https://community-wealth.org/sites/clone.community-wealth.org/files/downloads/tool-natl-trust-hist-prsrv.pdf>
- Poundbury, Dorset, UK: the Prince of Wales’s traditionalist village
- Others . . .

II. Steps taken to date (need to annotate from WCA Meeting notes)

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County Partners:

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Regional Partners

- NVT
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Regional Partners

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- Journey Through Hallowed Ground
- Piedmont Environmental Council
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- Others. . .

Statewide Partners

- VA General Assembly
- Dominion
- Comcast
- CTB
- VDOT
- VA Department of Historic Resources and SPO

- Others ...

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-

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Vice Chair,

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Outreach/Communications

Susan Manch

Volunteer Coordination

Finalize Straw poll
Determine how to distribute poll

Set up small meetings
(Set up a series of meetings in the course of 2 weeks at alternating times)

Waterford 2033 Organizing Committee Meeting Notes and Action Steps

8/10/21

Participants:

Cate Magennis Wyatt, Chair
Bo Cutter
Sue Hale
Stephanie Kenyon
Richard Rogers
Mike Stup

Updates provided by Cate Magennis Wyatt:

1. The 2033 Thematic Questionnaire:

Thanks to Susan Hale for expert editing!

Both the WCA Executive Committee and the WFI Board have approved the cover email and the questionnaire for dissemination.

Thanks to Ed Lehmann the email and questionnaire will be sent to every Villager via Survey Monkey this week, with a downloadable option for those who prefer a paper copy.

The deadline for submission will be August 29th

2. Report on the Joint WFI/WCA Committee meeting

Stephanie Kenyon did an outstanding of walking through the deck of previous studies.

The Joint Committee agreed that the 2033 Visioning process should begin based upon the 2003 Bury the Wires and Calm the Traffic Study.

The Chair of the WFI shared that they had just updated the Phillips Farm Management Plan

Discussion on the need to institutionalize not just "recordable" documents but as importantly, the cultural intentions behind the efforts that created the documents to begin with, for example, the permissible uses of the 5 acre "Farmstead Site" on Phillips Farm.

The Chair of the WFI agreed that they would circulate the Phillips Farm Management Plan and be open to friendly amendments.

3. Analysis of the 2003 Bury the Wires and Tame the Traffic Plan

Richard Rogers presented his analysis (which is included at the end of this report) of the tasks that were accomplished as outlined in the 2003 Bury the Wires and Tame the Traffic Plan. He pointed out that the WCA took up the responsibility to accomplish these improvements from 2006-2009. Richard will invite Mark Denicore and Tom Edmonds to join our call then seek.

We will reach out to the WFI to see if they have have additional copies of the 2003 Bury the Wires and Tame the Traffic Plan for distribution and if not, we will request funds from WCA to print a few copies.

ACTION STEPS

Richard Rogers will invite Mark Denicore and Tom Edmonds to brief the Organizing Committee, at the top of our meeting on August 17th Bo to Claude Moore Foundation

Cate to reach out to elected Officials to keep them briefed.

Cate reach out to WFI for the Phillips Farm Management Plan (to review) and request a presentation during the WCA Fall meeting.

Cate will seek additional copies of the WFI Bury the Wires and Tame the Traffic Plan or seek funding from the WCA to print additional copies

Bo will reach out to Jay Lambert, Executive Director of the Claude Moore Charitable Foundation to seek funding for the facilitator.

Stephanie will update the Compendium of Previous Studies with the Phillips Farm Management Plan and the Waterford Water Study ~ when they are available.

ATTACHMENT: Richard Roger's Summary Analysis of WCA's initiatives with respect to the 2003 Bury the Wires and Tame the Traffic Plan

August 10, 2021
Hello Committee

At our last meeting we decided to start our review of new Waterford initiatives with the 2003 Loudoun County Study, "Traffic Calming and Bury the Wires". Because there were some details of that Study that seemed inconsistent with what I understood, I did some further research into WCA history.

I found that the 2003 Study was picked up by the WCA in December 2006. WCA's efforts resulted in the following by 2009:

- 35 MPH "step-down" speed limits approaching the old Village, and 20 MPH speed limit in the old Village
- Additional stop signs in the old Village
- The 3 signs announcing the Village (designed by Rob Hale and selected in a contest judged by Brown Morton)
- Extensive tree planting along the old Village streets (Nick Ratcliffe)

Both the Board of Supervisors and VDOT approved this work. The Board also approved

additional road calming/beautification work that would have required additional outside funding for road work and hardscape – **see attached design sketch**; unfortunately, WCA’s attempts at additional funding were thwarted by elimination during this period of Congressional earmarks (per Tom Edmonds), followed by the stock market bust of 2009.

Some facts:

- Approval by the Board of Supervisors of the remaining calming/beautification work is still in effect (technically). See **Board resolution attached**. Note that although the *Whereases* on the resolutions focus on the Foundation and the historic status of the Village, the work in getting the work approved by VDOT and the Board of Supervisors was undertaken by the WCA.
- The starting point for Board of Supervisors and VDOT approval was a petition signed by more than 75% of the residents of the old Village. **See Petition attached**.(p. 11 only) The Board and VDOT had indicated that it would consider approval only if there were a super majority of residents in support.
- This was a huge community effort. The WCA Committee pushing this work forward consisted of David Bednarik, Ann Beland, Mark Denicore (Co-Chair), Ken Dunn, Tom Edmonds, (President during the entire period), Rob Hale (Co-Chair), Liz Hale, Margaret Good, Mary Hutton, Neil Keller, Rob Lauten, Sherry Satin, Kristin Scheel, Shirley Tibbetts, and Susan Williams.
- The following Loudoun County organizations/individuals were contacted and provided input and ultimately support for the efforts: Jim Clem – Loudoun County Board of Supervisors; Sally Kurtz – Loudoun County Board of Supervisors; Nancy Doane – Loudoun County Planning Commissioner; Mark Matthews – Loudoun County Transportation Services; Terrie Laycock – Loudoun County Transportation Services.
- In addition, there were consultations with: John Martin – Planner with Kimley-Horn; Sergeant Nugent – Loudoun County Speed Enforcement; Maria Taylor – Planner for Loudoun County Fire & Rescue; Lyda Kiser – Loudoun County Grants; LB Settle – District Engineer for VDOT; Jerry Pauley – Supervisor for VDOT; Susan Van Wagoner – Citizen Activist for Route 50; Mike Post – President of Shirley Contracting.

It’s important that the WCA’s successful work be remembered. I’ve put together a chronology of the 2006-2009 Traffic Calming efforts in a longer document that I will send on to Ed Lehman for the WCA website and records. Mark Denicore has extensive documentation, including beautification and design work.

Finally, an observation. The WCA can get things done with is good and open (face-to-face) communication, broad community involvement, and consensus. Richard 919-368-7549

Waterford 2033 Organizing Committee Meeting Notes and Action Steps

8/17/21

Participants:

Cate Magennis Wyatt, Chair

Bo Cutter

Sue Hale

Richard Rogers

Mike Stup

Julie Thompson

Updates provided by Cate Magennis Wyatt:

1. The 2033 Thematic Questionnaire:

Thanks to Ed Lehmann the email and questionnaire was sent this date to every Villager via Survey Monkey today, with a downloadable option for those who prefer a paper copy.

The deadline for submission will be August 25th

2. Briefing with Supervisor Kershner and other elected Officials

3. 2003 Bury the Wires and Tame the Traffic Plan

Richard Rogers will invite Mark Denicore to join our call in September.

We will reach out to the WFI to see if they have have additional copies of the 2003 Bury the Wires and Tame the Traffic Plan for distribution and if not, we will request funds from WCA to print a few copies.

ACTION STEPS

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~In September

Bo to Claude Moore Foundation

~ Anonymous \$5k donor

Cate reach out to WFI for the Phillips Farm Management Plan (to review) and request a presentation during the WCA Fall meeting. (Send out to CMT) BO to join the cmt

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Waterford 2033 Visioning Joint-Committee

August 24, 2021

Briefing with Supervisor Caleb Kershner and Stacy Carey

11:00am

Briefing and lunch at Cate Magennis Wyatt's Home (40138 Main St)

Notes

Attendees:

Waterford 2033 Visioning and Planning Joint-Committee

- Mike Stup
- Sue Manch
- Annie Goode
- Richard Rogers
- Sharyn Franck
- Michelle Dunn

Elective Representatives:

- Caleb Kershner
- Stacy Carey

Background

Cate Magennis Wyatt

In 2033 the Village of Waterford will be 300 years old and the Waterford Foundation will be nearly 100 years old, making it one of the oldest in America.

In 1970, the Village of Waterford was recognized by the Department of Interior as critical to interpreting our collective American history and culture. After extensive study, the US Secretary of the Interior designated Waterford and the surrounding 1,200 acres as a National Historic Landmark (NHL). To put this into context, this is the same designation given to The White House. More, when so designated, Waterford was the first NHL in the country to include an *entire village and the 1,200 acres surrounding the Village*. It is also important to note that this designation was given when none of the land nor the structures in the village were under historic easements. In other words, it was only an honorific designation without any regulatory control over the future of the Landmark.

Over the past 200 years the citizens of the Waterford have reinvested, conservatively, \$50m in creating and maintaining the cultural integrity of the 80 homes designated within the National Historic Landmark.

Over past 88 years the Waterford Foundation has raised and reinvested an additional \$15m to purchase the 1,200 acres of farmland within the National Historic Landmark as well as over a dozen historic structures within the village to preserve, restore and interpret the Quaker and African American history of those lands and structures.

Upon analysis, over the past 100 years, the only changes within the village which significantly diminish, indeed threaten, the historic integrity of this National Historic

Landmark, have been imposed upon Waterford by Virginia's governmental and regulatory entities.

The Waterford Citizens Association, in partnership with the Waterford Foundation, is launching a Vision and Community Planning, Waterford 2033, based upon the 2003 Bury the Wires and Tame the Traffic plan, which was approved by the County, the Village residents and all entities involved.

Since 2003, additional studies have been done, or are in the process of being completed. Accordingly, Supervisor Kershner was briefed by:

Sharyn Franck

Most Recent Traffic Study

Mike Stup

Current Water Study

Annie Goode

New Rural Village Planning

Sustainability, Adaptive Reuse and Governance are also being studied and will be part of the Waterford 2033 Visioning and Planning facilitated discussions.

The Waterford 2033 Vision and Planning Organizing Committee outlined the following requests:

2021 CIP Funding

A review of the current Capital Improvement Projects budget to determine whether \$1-2M is available to update the 2003 Plan and conduct facilitated visioning sessions with the village residents and all related parties to the final plan.

- Supervisor Kershner and Stacy agreed to look into this.

Use of current On Call Contracts between the County and Kimley Horn

Kimley Horn, the lead firm on the 2003 Plan currently has two (2) Design Related On Call Contracts with DTCI and one (1) On Call Contract with General Services. Can these be used to instruct Kimley Horn to update the approved 2003 Plan?

- Supervisor Kershner and Stacy agreed to look into these possible funding sources to move the plan forward.

2022-2023 CPI Funding

The Towns of Loudoun are to submit their preliminary 2022-2023 CIP funding requests to the County Administrator by September 1, 2021.

We request that Supervisor Kershner submit a request of \$13m, the initial projected cost of the 2003 Plan, as a place holder in the CIP Budget and to work with County Administrator to determine the means through which the funding can be received and administered.

- Supervisor Kershner and Stacy agreed to create a Board Member Initiative, (BMI) and set up a meeting with the County Administrator.

County Coordinator

The Waterford 2033 Organizing Committee requested the County appoint a County Planner and/or other appropriate professional(s) to work on an ongoing basis with

the Waterford 2033 Committee and the Project Manager to ensure institutional continuity. This follows the same protocol the County offers to any Developer who initiates a development plan within the County.

- Supervisor Kershner and Stacy agreed to work with the County Administrator to determine how to make this happen.

Waterford 2033 Organizing Committee Action Steps:

- **Research and submit a list of additional Funding sources: (Stephanie)**

For example:

The Loudoun's Safe Routes to School Program: the SRTS is a program that promotes and encourages walking and biking to school safely. The program is sustained by local, state, and federal governments, and is successful through the efforts of parents, schools, and community members LCPS has two SRTS coordinators that work with schools, parents, teachers, students, PTA's and other related organizations to promote walking and biking to school, bicycle and pedestrian safety. Contact Valerie Mulhern Valerie.mulhern@lcps.org and Janice Jennings Janice.Jennings@lcps.org

Claude Moore Charitable Foundation (Bo Cutter)

- **Obtain cost to update the 2003 Bury the Wires and Tame the Traffic Study**

- **Water Study Details (Mike Stup)**

Mike Stup will set up a follow up meeting with Stacy and Supervisor Kershner to provide additional details on the Water Study currently underway.

- **Involve other Supervisors**

Set up on-site briefings/lunch for 2 Supervisors at a time: _____ (Cate)
Mike Turner and Julie Brisman

Increase Awareness through Public Resolutions _____ (Tracy Kirkman)

Have the Waterford Foundation submit information regarding the Fair and THE WFI economic Impact to Stacy Cary by 8/31 for the creation of a Resolution delivered 9/21/21

Create a Resolution re: the new NHL Registry announcement (Stephanie Thompson)

Invite All Supervisors and their Families to the Waterford Fair and have an "Open House" at Cate's Home ~

Stephanie Kenyon will draft invitation to BOS,
Stephanie T will create official the 2 tickets, RSVP
Hand Delivered by Chris or Mike

BOS Staff are to be invited via email drafted and sent with free by
Stephanie K
Ray to organize WCA

➤ **Outreach: ECHO Chamber**

Virginia Department of Historic Preservation:

Reach out to help them update their online summary of “Historic Preservation in America” ~ which excludes the history of WFI as one of the first.

https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Historic-Preservation-in-America_2014_FINAL.pdf

Waterford 2033 Visioning Joint-Committee

August 31, 2021

12:00pm

I. Supervisor Kershner and Stacy Carey Meeting Review:

2021 CIP Funding

Use of current On Call Contracts between the County and Kimley Horn

2022-2023 CPI Funding

Supervisor Kershner and Stacy agreed to create a Board Member Initiative, (BMI) and set up a meeting with the County Administrator.

County Coordinator

- Supervisor Kershner and Stacy agreed to work with the County Administrator to determine how to make this happen.

Waterford 2033 Organizing Committee Action Steps:

- **Research and submit a list of additional Funding sources: (Stephanie)**

For example:

Claude Moore Charitable Foundation (Bo Cutter)

The Loudoun's Safe Routes to School Program: Janice.Jennings@lcps.org

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II. Village-Wide Questionnaire

III. Sustainability Analysis

IV. Other Ask Ed

Waterford 2033 Visioning Weekly Briefing

September 14, 2021

12:00pm

Agenda

Updating the 2003 Bury the Wires and Tame the Traffic Study

Sharyn Franck has kindly offered to create an overlay of the 2003 Study with current Traffic Analysis and suggested Solutions.

Annie Goode will be reviewing the study to determine which zoning code changes we should have included in the County's 2021 Zoning Ordinance Rewrite effort.

Estimated Cost and means to pay for update the 2003 Study

Cate informed Supervisor Kershner Kimley-Horn, which has 3 On Call Contracts with the County, can update the Study for \$40,000. Accordingly, Stacy Carey in the Supervisor's office will set up a meeting with the Department of Traffic & Capital Infrastructure (DTCI) and County Administrator Tim Hemstreet to begin the process of obtaining the \$40,000.

Volunteers for to serve on the Sustainability Committee

Mary Sheehan graciously offered to Chair this committee and the following offered to serve:

Ron Benschoter

Bo Cutter

Mike Stup

Outreach: Board of Supervisors

Invitation to all Supervisors to attend the Fair & Open House on October 2nd

Cate will send Stephanie T. the draft invite for completion and it will be hand delivered

County Staff Invite to the Fair and Open House ~ need email invite

Cate will work with Stacy Carey and Stephanie T to make this happen.

Any Open House volunteers?

Mike Stup volunteered!

Board of Supervisors Public Resolutions to spotlight Waterford's contributions

Waterford Fair Resolution

Stephanie T. is working to get Stacy Carey facts on the origin story and economic impact. Stephanie T. will also send our entire committee a "Cheat Sheet" on the economic impact of the Fair.

Supervisor Mike Turner Briefing (Next Wednesday, Sept. 15th at 12pm)

Attending will be:

Sharyn Franck ~ if her new Refrig is delivered :)

Liz Hale
Susan Manch
Richard Rogers
Mike Stup
Cate Magennis Wyatt

Coalition Building

Cate is hosting (and everyone is welcome) a briefing for the Chair of the Loudoun County Preservation and Conservation Coalition, and the Chair of the Loudoun Historic Village Alliance this Friday, September 10th at 1pm

Attending (Let Cate Know)

Mary Sheehan, if back from Europe

Village Wide Theme-based Questionnaire

Richard suggested and everyone agreed that a draft of the summary document will be shared with this committee prior to its release.

Communications and Outreach:

Sue Manch kindly offered to help with Communication

Action Steps:

Updating the 2003 Bury the Wires and Tame the Traffic Study

- Sharyn Franck will work on a Traffic Study Overlay
- Annie Goode will be reviewing zoning code changes we need included in the County's Zoning Ordinance Rewrite effort.
- Stacy Carey in the Supervisor's office will set up a meeting with the Department of Traffic & Capital Infrastructure (DTCI) and County Administrator Tim Hemstreet to begin the process of obtaining the \$40,000.

Sustainability

- Mary Sheehan has offered to Chair this committee and immediately start to create the framework for analyzing the risk/opportunities of various sustainability measures and to convene this mighty committee!

Outreach: Board of Supervisors

Waterford Fair Invite

- Cate will send Stephanie T. the draft Fair invite, for completion.
- Stephanie T. is working to get Stacy Carey facts on the origin story and economic impact for their Resolution of Recognition to the WFI
- Stephanie T. will also send our entire committee a "Cheat Sheet" on the economic impact of the Fair

Research and submit to Sup. Kershner additional Funding sources:

- Stephanie Kenyon is heading this up
- Bo Cutter is reaching out to the Claude Moore Charitable Foundation

- Additional Resources include:
The Loudoun's Safe Routes to School Program: Janice.Jennings@lcps.org

Water Study Details

- Mike Stup has reached out and will set up a follow up meeting with Stacy and Supervisor Kershner to provide additional details on the Water Study currently underway.

Supervisor Mike Turner Briefing, Cate's Home Wednesday, Sept. 15th at 12pm)

Attending will be:

Sharyn Franck

Liz Hale

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Outreach: Coalition Building

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Outreach: ECHO Chamber

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2033 Committee

September 14, 2021 Minutes

Attendees:

Cate Magennis Wyatt
Ron Benscholer
Stephanie Kenyon
Sharyn Frank
Chris Gleckner
Liz Hale
Karen Kirkpatrick
Michelle Dunne
Matt Donnelly
Richard Rogers
Sue Manch

Topics Covered:

Updating the 2003 Study with additional Overlays Sharyn Franck

- Reviewing all traffic studies and correspondence with Loudoun County and VDOT
- Planning to develop an overview of key elements for discussion
- Seeking help re planning/zoning elements from Annie, Chris, and Carl
- Need to determine how to be involved in the current zoning code update

Sustainability Committee Update Mary Sheehan

- Mary couldn't join, but is working on a report to share on Tuesday, September 21

Communications Committee Update Sue Manch

- Shared draft communications plan and asked for input
- Members agree that residents are the priority, both for gathering information and for sharing details on the work of the Committee
- Determined it is too early to use the Fair as a communications vehicle, but will plan to use both the race and Fair in 2022
- Planning on how to structure both formal and informal communications with villagers once we have the survey results

2003/2006/2009 Taming the Traffic and Burying the Wires Studies Richard Rogers

- Broke down work into three phases
- Gained broad village support for their recommendations by having town halls, going door-to-door, having the majority of villagers sign a petition
- Phase I was implemented, which included the 20-mile per hour speed limit, stop signs, Waterford signage, and tree planting (completed in 2009)
- Phases II and III included burying the wires, lighting, and broader road and signage changes have not been implemented

Outreach

September 10th Briefing:

Chairs of the Loudoun County Preservation and Conservation Coalition and the Loudoun Historic Village Alliance Cate Magennis Wyatt

- Meeting went well and both groups pledge their full support for our efforts

October 2, 2021

Supervisor's Invite to the Fair with October 2nd Open House Stephanie Thompson

- Can use this as an opportunity to communicate Waterford's value to the County via Stephanie's talking points re Fair
- Can share information on Second Street School Program and possibly give them Bronwen's book, The Thinkin' Rug

Village Wide Theme-based Questionnaire

Cate Magennis Wyatt

- Still getting responses

Action Steps:

Updating the 2003 Bury the Wires and Tame the Traffic Study

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Waterford 2033 Visioning Joint-Committee

September 14, 2021

Attendees:

Waterford 2033 Visioning and Planning Joint-Committee

- Sue Manch
- Annie Goode
- Richard Rogers
- Sharyn Franck
- Michelle Dunn

Briefing on completing tasks under the 2003 Bury the Wires and Tame the Traffic Study
Mark Denicore and Tom Edmonds

Updating the 2003 Study with additional Overlays
Sharyn Franck

Sustainability Committee Update
Mary Sheehan

Communications Committee Update
Sue Manch

Outreach

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- Sharyn Franck will work on a Traffic Study Overlay
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- Stacy Carey in the Supervisor's office will set up a meeting with the Department of Traffic & Capital Infrastructure (DTCI) and County Administrator Tim Hemstreet to begin the process of obtaining the \$40,000.

Sustainability

- Mary Sheehan has offered to Chair this committee and immediately start to create the framework for analyzing the risk/opportunities of various sustainability measures and to convene this mighty committee!

Outreach: Board of Supervisors

Waterford Fair Invite

- Cate will send Stephanie T. the draft Fair invite, for completion.
- Stephanie T. is working to get Stacy Carey facts on the origin story and economic impact for their Resolution of Recognition to the WFI
- Stephanie T. will also send our entire committee a "Cheat Sheet" on the economic impact of the Fair

Research and submit to Sup. Kershner additional Funding sources:

- Stephanie Kenyon is heading this up
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- Additional Resources include:
The Loudoun's Safe Routes to School Program: Janice.Jennings@lcps.org

Water Study Details

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Supervisor Mike Turner Briefing, Cate's Home Wednesday, Sept. 15th at 12pm)

Attending will be:

Sharyn Franck ~ if her new Refrig is delivered :)

Liz Hale

Susan Manch

Richard Rogers

Mike Stup

Cate Magennis Wyatt

Outreach: Coalition Building

On Sept. 10, 2021, Cate hosted on behalf of Team Members Mike Stup and Susan Manch a briefing/lunch for The Chair of the Al Van Huyck and the Chair of the Loudoun County Village Madeline Skinner,

Outreach: ECHO Chamber

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Waterford 2033

Update Briefing to the WCA Board of Directors September 14, 2021

The ad hoc Waterford 2033 Organizing Committee has been conducting weekly Zoom Meetings. In addition the committee has initiated outreach efforts to increase awareness o and support for our efforts. These meetings include:

Outreach Efforts

8/24/21 Briefing and lunch with Supervisor Caleb Kushner staff member Stacy Carey
9/01/21 Briefing of the WCA/WFI Joint Committee
9/10/21 Briefing and lunch with the Chairs of the County Preservation and Conservation Coalition and the Loudoun Historic Village Alliance

Upcoming

9/15/21 Briefing and lunch for Supervisor Mike Turner
9/16/21 Zoom briefing for Julie Lan
9/21/21 Presentation by the Loudoun Board of Supervisors of a Resolution Recognition of the 77th Waterford Fair
10/02/21 Supervisor's and staff members have been Invited to the Fair with October 2nd Open House (at Cate's Home)

Updating the 2003 Bury the Wires and Tame the Traffic Study

Cost to Update the Study \$40,000

Sup. Kershner is creating a Board Member Initiative to fund this update

Kimley-Horn has 3 On-Call Contracts with Loudoun and one can be used for this initiative

Preliminary Engineering Updates

W2033 has asked Sup. Kershner to submit a request, should CIP funding be available for \$1-2m for the charette process and preliminary engineering

Project Initiation Funding

W2033 has asked Sup. Kershner to submit a request of \$13m in the 2022-23 Capital Improvement Projects budget

Updates to the 2003 Study

- Traffic Analysis: Sharyn Franck is creating an “overlay” to outline new findings since the 2003 Study
- Sustainability: Mary Sheehan is Chairing a Sustainability Committee to create an overarching plan, for means to move Waterford off the grid and to analyze adaptive reuse options
- Communications and Outreach: Sue Manch is Chair of this committee and has developed an analysis of partnerships and means of creating outreach opportunities and press awareness

Village Wide Theme-based Questionnaire

Action Steps:

Updating the 2003 Bury the Wires and Tame the Traffic Study

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Supervisor Mike Turner Briefing, Cate's Home Wednesday, Sept. 15th at 12pm)

Attending will be:

Sharyn Franck

Liz Hale

Susan Manch

Richard Rogers

Mike Stup

Cate Magennis Wyatt

Outreach: Coalition Building

- Cate is hosting (and everyone is welcome) a briefing for the Chair of the Loudoun County Preservation and Conservation Coalition, and the Chair of the Loudoun Historic Village Alliance this Friday, September 10th at 1pm

Attending (Let Cate Know)

Mary Sheehan, if back from Europe

Outreach: ECHO Chamber

- Virginia Department of Historic Preservation:

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2033 Committee

September 14, 2021 Minutes

Attendees:

Cate Magennis Wyatt
Ron Benscholer
Stephanie Kenyon
Sharyn Frank
Chris Gleckner
Liz Hale
Karen Kirkpatrick
Michelle Dunne
Matt Donnelly
Richard Rogers
Sue Manch

Topics Covered:

Updating the 2003 Study with additional Overlays Sharyn Franck

- Reviewing all traffic studies and correspondence with Loudoun County and VDOT
- Planning to develop an overview of key elements for discussion
- Seeking help re planning/zoning elements from Annie, Chris, and Carl
- Need to determine how to be involved in the current zoning code update

Sustainability Committee Update Mary Sheehan

- Mary couldn't join, but is working on a report to share on Tuesday, September 21

Communications Committee Update Sue Manch

- Shared draft communications plan and asked for input
- Members agree that residents are the priority, both for gathering information and for sharing details on the work of the Committee
- Determined it is too early to use the Fair as a communications vehicle, but will plan to use both the race and Fair in 2022
- Planning on how to structure both formal and informal communications with villagers once we have the survey results

2003/2006/2009 Taming the Traffic and Burying the Wires Studies Richard Rogers

- Broke down work into three phases
- Gained broad village support for their recommendations by having town halls, going door-to-door, having the majority of villagers sign a petition
- Phase I was implemented, which included the 20-mile per hour speed limit, stop signs, Waterford signage, and tree planting (completed in 2009)
- Phases II and III included burying the wires, lighting, and broader road and signage changes have not been implemented

Outreach

September 10th Briefing:

Chairs of the Loudoun County Preservation and Conservation Coalition and the Loudoun Historic Village Alliance Cate Magennis Wyatt

- Meeting went well and both groups pledge their full support for our efforts

October 2, 2021

Supervisor's Invite to the Fair with October 2nd Open House Stephanie Thompson

- Can use this as an opportunity to communicate Waterford's value to the County via Stephanie's talking points re Fair
- Can share information on Second Street School Program and possibly give them Bronwen's book, The Thinkin' Rug

Village Wide Theme-based Questionnaire

Cate Magennis Wyatt

- Still getting responses

Action Steps:

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Waterford 2033 Visioning Joint-Committee

October 5, 2021

Attendees:

Outreach Updates	Cate Magennis Wyatt
Traffic Committee Updates	Sharyn Franck
Sustainability Committee Update Adaptive Reuse: Old School	Mary Sheehan
Communications Committee Update	Sue Manch
Funding Committee Update	Stephanie Kenyon
Business Plan Management Software installation and Project Management	

Other Business

2033 Organizing Committee

October 5, 2021 Minutes

Attendees:

- Cate Magennis Wyatt, Chair
- Sharyn Frank, Chair WCA Traffic Committee
- Sue Manch, Chair Communications Committee
- Mary Sheehan, Chair Sustainability Committee
- Mike Stup, Chair Water Committee
- Stephanie Thompson, Chair Funding Committee
- Ron Benschoter
- Matt Donnelly
- Michelle Dunne
- Dave Hunt
- Karen Kirkpatrick
- Richard Rogers

- Deleted: [redacted]
- Deleted: [redacted]
Mary Sheehan
- Deleted: Benschoter
- Deleted: Sharyn Frank
Karen Kirkpatrick
Michelle Dunne
- Deleted: Stephanie Thompson
Dave Hunt
Sue

Topics Covered

Outreach

Cate

- W2033 hosted individual Briefings and Lunches, with County Supervisors Kirshner and Supervisor Mike Turner.
- W2033 Committee on behalf of the WCA and the WFI sent every Supervisor and those who work for them a Thank you letter, tickets to the Waterford Fair and an invitation to the Open House held at Cate's Home, Pierpoint on Saturday October 4th, during the Fair. This was very well attended, including
- Met with Tammy Davis, on Jennifer Wexton's staff to discuss earmark meeting, time to meet with Wexton in Nov., and speeding up the NHL report
- Reached out to younger Waterford residents to assess interest in participating in the visioning process/project (interest from Erikson, Dunne, and the Wyatts so far); Committee agreed it is important to include multi-generational voices

- Deleted: ed
- Formatted: Superscript
- Deleted: Randall
Held Waterford Fair Open House for Board of Supervisors and staff

Traffic

Sharyn

- Held a Oct. 4 meeting with Joe Kroboth, with the Loudoun Department of Traffic and Capital Improvements (DTCI) and _____, VDOT to establish line of direct communication with the Chair of the Waterford Citizens Association.
- DTCI has allocated \$2.3 million in the 2023 6-Year Capital Improvement Budget for initial traffic calming measures at 3 Village entrances
- An on-site briefing and tour will be set for early November.

- Deleted: confirm next steps
- Deleted: is potentially allocated
- Deleted: Agreement to designate Sharyn as primary contact for all County actions related to traffic in Waterford An on-site briefing and tour will be set for early

Sustainability

Mary

- Committee met Oct. 4 and plan to brief BOS on Oct. 18
- Focusing on points not included in the 2003 study: water, open space, and renewable energy

Communications

Sue

- Comprehensive [Communication](#) plan has been updated and circulated
- Developed initial talking points/Cate and others will draft/edit additional points
- Karen Kirkpatrick is going to join to support communications

Funding Stephanie

- [Stephanie couldn't join](#)

Additional Discussion

Stephanie Thompson gave an update on the Fair: 80% of 2019 attendance (much better than expected) and vendor feedback suggests record sales

Stephanie also discussed the Foundation's focus on looking at ways to monetize the Foundation properties, including a partnership with Loudoun County Parks and Rec that the WF is finalizing; Initial plans focus on bringing youth activities and programming to [the Waterford Old School](#).

WF is looking into ways to work within or change the historic preservation zoning [code and easement](#) covenants to expand the potential for WF properties.

Action Steps:

Outreach

- Cate to reach out to [National Park Service Advisory Board Members](#), with whom she has a relationship and encourage adding the Updated Waterford National Historic Landmark Registry Study to the [October 21, 2021 Meeting Agenda](#)
- Upcoming meetings with BOS members, Jennifer Wexton

- Deleted: NHL
- Deleted: members
- Deleted: speeding the report

Updating the 2003 Bury the Wires and Tame the Traffic Study

- Sharyn Franck will work on a Traffic Study Overlay
- Annie Goode will be reviewing zoning code changes we need included in the County's Zoning Ordinance Rewrite effort.
- Stacy Carey in the Supervisor's office will set up a meeting with the Department of Traffic & Capital Infrastructure (DTCI) and County Administrator Tim Hemstreet to begin the process of obtaining the \$40,000.

Funding

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- Additional Resources include:

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Deleted: [Outreach: Board of Supervisors](#)

Outreach: ECHO Chamber

Deleted: [Water Study Details](#)

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Committee member needs to Follow Up to ensure the update is completed

Deleted: >

Deleted: will

Waterford 2033 Organizing Committee

October 12, 2021 Minutes

Attendees:

Cate Magennis Wyatt

Mike Stup

Mary Sheehan

Ron Benscholer

Sharyn Frank

Matt Donnelly

Stephanie Thompson

Sue Manch

Topics Covered

Outreach

Cate

- Reached out to NPS, National Historic Landmark Study leader, Kathryn Smith, who agreed the Review Board should consider the NHL Registry update at their upcoming meeting
- Her boss said no, so Cate is reaching out to her bosses' boss this week
- Beth Erikson reported the following regarding the FAM tour: "The tour on Friday was a success and as it pertains to the Waterford 2033 information, very well received. The tour participants asked questions about Waterford's history, traffic, infrastructure like burying the lines and the issues with water, so they were certainly well primed. Those who had never been to Waterford were intrigued to learn about the National Historic Landmark status and other members chimed in about why Waterford is a special place. I've also provided the overview to the supervisors and staff who were not on the tour."

Traffic

Sharyn

- Sent suggested dates to JT at DCTI for meeting and tour of village
- Briefed the WCA and WF leadership on the fact that DCTI and VDOT agree that the WCA's Traffic Committee Chair (currently Sharyn) will be the main contact through which all information about traffic-related issues will flow.

Sustainability

Mary

- 2003 study has elements of sustainability that will drive the planning for traffic management
- Considering what type of farming might be possible in the Phillips Farm and on other Foundation land

Communications

Sue

- Planning for a November 3rd, Village resident meeting to discuss the 2033 Project and report on the results of the Village straw poll
- Finalizing slides reflecting the feedback that was received in the straw poll
- Finalizing talking points regarding the 2033 Project
- Considering viability of a periodic newsletter

Funding

Stephanie

- Need a comprehensive plan before she can approach potential donors

Additional Discussion

Agreed that now is not the time to pursue an active social media presence

Action Steps:

Outreach

- Briefing and lunch with Chair Randall and Scott Kasprovicz on October 22, including Monica Backmon.
- Upcoming meetings with BOS members, Jennifer Wexton
- Call with NHL leader re getting on the agenda

Updating the 2003 Bury the Wires and Tame the Traffic Study

- Sharyn Franck will work on a Traffic Study Overlay
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Waterford 2033 Co-Chairs Call
10/18/21

Outreach Community:

- **11/3 Agenda & invite / final edits (if needed, think it's great) agree**
- **CMW to sent Invite to Ray and set up time when he and Chris can meet to review flow of the show**
- **Agenda for Friday 10/22 meeting and agree it should be limited to (6). Mike, Cate, Stephanie**
- Confirm our 11am pre meeting on Tuesday's / (weekly?, include Sue, some weeks it could be short 5-10min). **Great idea**

* Other open items including secretary topic, **scheduling a pre-meeting for Nov 3 gathering**

Waterford 2033 Visioning Organizing Committee

October 19, 2021

Outreach Updates

NHL Registry Update and NPS Advisory Review Board
Congresswoman Wexton Updates

Cate Magennis Wyatt

Traffic Committee Updates

Welcome Emily Houston

Sharyn Franck

Sustainability Committee Update

Mary Sheehan

Communications Committee Update

Sue Manch

Funding Committee Update

Stephanie Kenyon

Business Plan Management

Software installation and Project Management

Other Business

2033 Committee

October 19, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair
Sharyn Frank, Chair WCA Traffic Committee
Stephanie Kenyon, Chair Funding Committee
Sue Manch, Chair Communications Committee
Mike Stup, Chair Water Committee
Ron Benschoter
Bo Cutter
Matt Donnelly
Corinne Jacques
Richard Rogers
Stephanie Thompson
Guest: John Martin, McKinley Moore

Topics Covered

Outreach

Cate

- NHL Board was not able to change its agenda for its upcoming meeting. However, they agreed to add the item re Waterford's designation as the finest example on the Spring meeting agenda. Cate has invited them to have the meeting in Waterford, where we can engage press coverage.

Traffic

Sharyn

- Synthesizing the 2003 and other related reports to have appropriate information for the report update.
- Ray Daffner, WCA President, let Sharyn know that a letter from Valley Waste has gone out to Main St. and Bond St. residents letting them know that trash service will be discontinued because of the dangerous traffic situation.
- Cate highlighted that this could present an opportunity to bid for a community-wide trash service contract that could allow for lower prices and recycling pick up.
- Sharyn and Mike updated John Martin on new traffic flow studies.

Sustainability

Mike and Ron

- Mike discussed a Draft Brainstorming Matrix that provides details on possible elements of a comprehensive sustainability plan, highlights which are included in the 2003 study and which require more study, and notes implementation issues.
- Ron discussed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis of issues related to clean, potable water; grey water and run-off; and stormwater runoff.
- Next steps will be to assess issues related to black water.

Communications

Sue

- Planning for a Village resident meeting to discuss the 2033 Project and report on the results of the thematic survey.

- Sue discussed the slide deck summarizing the survey responses and opened the floor for comments.
- We will be developing a shorter deck to use at the Nov. 3 Village meeting.
- Richard asked that all committee members review the survey responses to get a fuller understanding of Villagers' responses. He would like this committee to have a more fulsome discussion of the comments.
- Matt highlighted that it seems that people want more specifics.

Funding

Stephanie

- \$2.3 million is set aside for 2022 by DCTI as part of the CIP funds and has been earmarked by the BOS for the approved 3 chicanes at Village entrances. These should be implemented in 1 – 6 years.

Additional Discussion

There was no additional discussion

Action Steps:

Outreach

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- Upcoming meetings with BOS members, Jennifer Wexton

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From: Mary Sheehan <mcsheehan@ymail.com>
Subject: Fw: Waterford 2033 Sustainability Committee - Oct. 18 meeting minutes
Date: October 18, 2021 at 11:42:30 PM EDT
To: Cate Wyatt <catemwyatt@gmail.com>, Susan Manch <susanmanch@yahoo.com>

FYI

----- Forwarded Message -----

From: Mary Sheehan <mcsheehan@ymail.com>
To: Ron Benschoter <ron.benschoter@mac.com>; Bowman Cutter <bocutter@icloud.com>; Matt and Corrine Donnelly <matthew.donnelly@pnc.com>; Mike Stup <mike.waterford.va@gmail.com>
Sent: Monday, October 18, 2021, 11:41:46 PM EDT
Subject: Waterford 2033 Sustainability Committee

Hello sustainability committee,

Thanks for another great meeting today. Included below are very brief minutes as a reminder of our discussion.

Our next meeting is **Monday noon Nov. 1**, via Mike's Zoom. At that meeting we'll start with a quick overview of the sustainability matrix, return to the priority nexus of water-related issues, and depending on the discussion, will introduce renewable energy. Suggestions for the agenda of course welcome.

Look forward to staying in touch in the meantime, in particular sharing thoughts on linkages across themes to the core water issues we've been discussing or specific project suggestions.

Thanks very much as always for your time, creative thoughts and wonderful insights!

Mary

Waterford 2033 Sustainability Committee - Meeting Notes

Oct. 18, 2021 (Ron, Bo, Matt, Mike, Mary)

The meeting kicked off with a review of a **draft Sustainability Topics matrix** (attached), the goal of which was proposed as tracking seven priority sustainability thematic areas (how treated in 2003 study and what aspects need to be added in the update), and identifying specific indicative sustainability projects (short and longer term), any needed expertise, and linkages among and across themes. After discussion, we agreed to use this as a guide to setting meeting agendas and mapping our progress, to be updated as we go along.

Great thanks from the whole team to Ron for thorough, insightful development of SWOT tables (attached) for the **potable water, grey water/roof runoff and storm runoff topics**. The SWOT structure proved useful in identifying connections and priorities, and brainstorming next steps. After productive discussion, Ron and Matt will further develop recommendations for possible short-term projects (e.g., technical assistance for rain barrels?), and longer-term projects (multiple possibilities included in the SWOT tables attached and mentioned in discussion) in these three areas. They would also examine linkages to other themes (e.g., traffic calming, open space conservation) and any needed expertise (e.g., landscape architect) to recommend. We will continue discussion of this core priority set of water issues at our next meeting, and will build in wastewater and solid waste.

We postponed the discussion of **renewable energy** in order to focus on water-related topics, and will introduce that thematic area at an upcoming meeting.

We discussed our **overarching committee goal** as identifying the sustainability parameters in the first para above to serve as inputs (1) to consultants hired to update the 2003 "Bury the Wires" study; as well as (2) to a "charette"-type community consultation process. Both (1) and (2) are essential inputs to the Waterford vision and community plan being developed within the Rural Historic Villages Community Plan Framework of the 2019 Loudoun Comprehensive Plan. We are targeting end of year for these concrete Committee inputs. Caveat that the parameters

above are likely to evolve as the work develops.

SWOT FOR WATER SUSTAINABILITY

WORKING COMMITTEE - RON BENSCHOTER

CLEAN POTABLE WATER

Strength

- Plentiful potable water provides the greatest and safest options for securing village's water future and is linked to other infrastructure considerations.
- Needs are applicable to both homes and businesses.
- Sources of plentiful water exist. (Waterford elementary, Insurance Company, Foundation Properties?)

Weakness

- Reliance on individual wells inhibits development of solutions to collective challenges.
 - Well Interference between properties
 - Water transmissivity due to geology
 - Water testing and cleanliness
- Water table pressure from increased development and population density

Opportunities

- Installation of municipal well could resolve Waterford's water challenges.
 - Hillsboro's new well serves 110 residents and produces 25 gallons per minute (Quantity).
 - Resolves a 25 year long boil water before use (Quality)
- Preserve property values.
- Expand historic preservation viability by expanding uses for public facing property.

Threats

- Private ownership of water sources of may undermine opportunities to correct village water distribution issues (who acquires source)
- Lack of governance structure provides challenges in both measuring and resolving water challenges
- Not all residents have water issues.
- Fear that resolving water issues will further population pressure

GREY WATER & ROOF RUNOFF

Strengths

- Provides a second use for water before it is waste water
 - Flushing toilets
 - Watering plants
- Takes some pressure off potable water uses
- Stretches available water during dry periods by recycling.

Weakness

- Grey water usually collected with black water in plumbing systems
 - Regulations on grey water use vary by area
- Grey water systems difficult to install in old houses.
 - Challenges in installing filtration and storage systems
 - Parallel plumbing needs to be installed to keep black and grey water apart.
- Regulatory code still evolving
 - Grey water treated similarly to black water in many locations

Opportunities

- Enhanced water use efficiency
 - New use for old dug wells or other wells contaminated with ground water
 - Rain barrels easy to use and can fit historic nature of the village.
- Innovation expected as competition for water resources increases

Threats

- System and design constraints.
 - Lot size and topography create challenges for water storage systems.
 - Unknown regulatory regime - are grey and black water considered in the same or similar ways

STORM WATER RUNOFF

Strengths

- Opportunity to engage best practices in terms of runoff management
 - Limited agriculture use around PF means worst pollution challenges are reduced and land suitable for rural “carbon sink” solutions to clean runoff before it enters the creek are available.
- Water retention and drainage strategies making restoration of millrace and pond feasible could enhance Landmark help control other development.

Weakness

- Piecemeal approach to overall vision could undermine long-lasting solutions
- Challenges in maintaining cooperation and trust among assorted stakeholders as vision is developed, articulated, and executed.

Opportunities

- New infrastructure can be planned to address long-term future extreme threats.
 - Waterford in an overall warmer and wetter zone with intense multi-day heavy rain events expected to increase in the Northeast and Mid-Atlantic dramatically increasing flash flooding incidents.
 - Longer dry periods are also expected.
- Firefighting, irrigation, millrace and pond restoration linkage to drainage management and traffic calming infrastructure improvements.

Threats

- System and design constraints.
 - Cooperation and trust among assorted stakeholders for development of a comprehensive Waterford solution.
- Competing visions on what the village should be.

2033 Committee

October 26, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair
Stephanie Kenyon, Chair Funding Committee
Sue Manch, Chair Communications Committee
Mary Sheehan, Chair Sustainability Committee
Mike Stup, Chair Water Committee
Ron Benschoter
Matt Donnelly
Emily Houston
Stephanie Kenyon
Ruchi Parekh
Stephanie Thompson

Guest: John Martin, Kimley Horn

Topics Covered

Special Report

John Martin

- John Martin, of Kimley-Horn was one of the principal authors of the 2003 “Bury the Wires and Tame the Traffic” Study and has continued his interest in furthering the plan. As both an executive with Kimley-Horn and Purcellville neighbor he discussed the process his firm undertook to research Waterford Village conditions, gather input from Villagers and the County, and develop recommendations.
- Year-long study concluding in September of 2003, after presenting the Village residents with a comprehensive overview in July 2003.
- Consists of over nearly 500,000 pages of research detailing the following areas of focus:
 - Burying the wires
 - Taming the traffic and walkability
 - Preserving the Landmark
 - Lighting the Village
 - Fixing drainage
- The update will include new areas of focus, including potable water supply, updated stormwater management, sustainability, adaptive reuse of both built and natural landscape, parking, tourism, community, and equity.
- John also discussed the impact of coming changes to the Rts. 9 and 287 interchange and the possibility of a “Scenic Byway” to divert traffic from Waterford.
- Next Steps:
 - John is helping to gain the funding from DTCI to “dust off” the 2003 Study and will submit a draft proposal to Chair, Cate Magennis Wyatt for the Committee review. After which it will be submitted with the hope the work can commence in mid-November.
 -

- John is willing to begin work on the update of the report pro bono. And has offered to attend the November 8th inspection with representatives of DTCI and VDOT

Committee Updates:

Outreach Cate

- **10/20/21** Mike Stup and Cate briefed WCA Chair, Ray Daffner, with a High Level overview of the November 3rd Village Wide Zoom Update and Discussion.
- **10/22/21:** Mike Stup, Stephanie Kenyon and Cate held a briefing and lunch with Chair Phyllis Randall, her Chief of Staff Mat NVTA CEO Monica Bockman, and Commonwealth Transportation Board At Large Member Scott Kasprovicz. During this Chair Randall said she will propose \$95,000 during the 12/7/21 Public Hearing to advance the initial planning and village wide charettes.

Traffic Mike

- Mike has organized a “walk about” with VDOT and DCTI on November 8th to discuss the options for calming the traffic at the three entrances, as approved by the BOS in September.
- John Martin will join in order to ensure that whatever is decided upon is aligned with the overall vision discussed in the 2003 plan.

Sustainability Mary

- The Sustainability Committee meets next Monday and will have updates for next weeks meeting.

Communications Sue

- We are finalizing a shorter deck to use at the Nov. 3 Village meeting to discuss results of the thematic survey.
- We welcomed five new members to the committee.

Funding Stephanie

- \$2.3 million is set aside for 2022 by DCTI as part of the CIP funds and has been earmarked by the BOS for the approved 3 chicanes at Village entrances. These should be implemented in 1 – 6 years.

Additional Discussion

Stephanie Thompson updated us on the mill restoration project. The project has been delayed and is not likely to begin until after the first of the year. She will share the proposed plan with John Martin to ensure consistency with the overall vision for infrastructure changes.

ACTION Steps:

Cate and Susan will work to insure Waterford 2033 has 5 speakers lined up to speak during the 12/7/21 Board of Supervisor’s Public input session at 6:30 public (2.5minutes allowed each/in a row)

Need to Script the following presentations and put into cadence Order:

- **Chair of WCA:**
- **Chair of WFI**
- 3 Subject Matter Experts to Speak ~ re: Urgency and preparedness
- Water: Mike
- Mary: Traffic
- Bo Cutter: Clean Up

Need an Additional 25+ to attend and stand

Need to schedule on-sight briefings for:

Supervisor Umstatted and Congresswoman Wexton

Updating the 2003 Bury the Wires and Tame the Traffic Study

- Sharyn Franck will work on a Traffic Study Overlay
- Annie Goode will be reviewing zoning code changes we need included in the County’s Zoning Ordinance Rewrite effort.



Funding

- Bo Cutter is reaching out to the Claude Moore Charitable Foundation
- Additional Resources include:

The Loudoun’s Safe Routes to School Program: Janice.Jennings@lcps.org

Outreach: ECHO Chamber

- [Virginia Department of Historic Preservation:](#)

Cate will Reach out to help them update their online summary of “Historic Preservation in America” ~ which excludes the history of WFI as one of the first. https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Historic-Preservation-in-America_2014_FINAL.pdf

UPCOMING MEETINGS:

Waterford Village Meeting	November 3	7:00 pm	Zoom
Board of Supervisors Meeting	December 7	6:30 pm	In Person

Waterford 2033 Co-Chairs Call

10/26/21

Committee Updates

Outreach:

10/22 Productive briefing ~ Put 12/7 on your calendar for Witnessing followed by drinks

10/26: Conservation and Preservation Coalition Meeting 4pm

11/3: Village Zoom ~ please attend!

11/8: DTCI

12/7/21: Loudon Public Hearing ~ Put on calendar to attend to "Witness" then join at Tuskie's for a huddle and drinks

Traffic: Mike

Sustainability:

Communication:

Patty Emily and Ruchi Joined in today

Funding:

Existing 2003 Plan Updates: Eyes Only

10/22/21:

Chair Randall said she will propose \$95,000 during the 12/6/21 Public Hearing to Dust Off 2033 Plan (Kimley Horn \$40K) and hire Roger and Amy (\$40K)

Public input is at 6:30:

Need to sign Up 5 Speakers AS Soon as the register is open to the public
(2.5minutes allowed each/in a row)

Need to Script the following presentations and put into cadence Order:

Chair of WCA: 2003 Study, name the partners and those involved, cost, all who approved it and, today it has stood the test of time

Chair of WCA:

Citizens have been working for over 1 year to create the necessary planning to implement the updated plan. We appreciate the BOS including, for the first time, the provision for the creation of Village Area Management Plans.

We have the support of the Western Loudoun Historic Village Alliance

We have the Support of the Western Loudoun Preservation and Conservation Coalition

~ As part of both alliances we know that our work will inform future planning.

Need an additional 3 Subject Matter Experts to Speak ~ re: Urgency and preparedness

Water: Mike

Mary: Traffic

Bo Cutter: Clean Up

Need an Additional 25+ to attend and stand

Need to invite the following out for a Briefing and Lunch:

Umstatt

Sylvia

10/26/21:

John Martin, Kimley Horn reported to CMW that he has spoken with Joe Kroboth, who has asked for the \$40K proposal be submitted now directly to him, as it will be approved by quickly and work could start as early as Mid November.

CMW asked John if he would, do pro-bono work between now and when the funds are available to begin dusting off the plan ~ and he agreed to do so.

Between us:

Allow both funding sources to move forward without public disclosure.

If Kimley Horn gets the funds earlier, we will ask Phyllis to ask for \$95K to hold a series of public input meetings to arrive at final design through facilitated and engineered

2033 Committee

November 2, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair
Sharyn Franck, Chair Traffic Committee
Sue Manch, Chair Communications Committee
Mary Sheehan, Chair Sustainability Committee
Mike Stup, Chair Water Committee
Ron Benschoter
Matt Donnelly
Michelle Dunne
Liz Hale
Emily Houston
Ruchi Parekh
Peter Thompson

Topics Covered

Committee Updates:

Outreach

Cate

- Reviewing the Kimley Horn proposal to “dust off” the 2003 Bury the Wires and Tame the Traffic Plan
- Preparing for the November 3 Village-wide meeting to update attendees on the work of the 2033 Organizing Committee and others who are contributing to the visioning process
- Phyliss Randall plans to request \$95,000 for the Kimley Horn work and other costs related to this phase of the project; meeting is December 7 at 6:30 pm and we need Village residents to be there to support the request

Traffic

Mike

- Mike has organized a “walk about” with VDOT and DCTI on November 8th to discuss the options for calming the traffic at the three entrances, as approved by the BOS in September.
- John Martin will join in order to ensure that whatever is decided upon is aligned with the overall vision discussed in the 2003 plan.

Sustainability

Mary

- The Sustainability Committee met; they created a Sustainability Matrix that consolidates thinking on seven key areas:
 - Traffic volume and speed, sidewalks, walkability
 - Potable water and upgraded sewerage
 - Conservation, stormwater, and drainage
 - Electricity (wires, renewables)
 - Telecoms (wires, internet)
 - Adaptive reuse, parking, and tourism

- Community and equity
- They identified three key outputs they will aim for:
 - Themes and issues that will help the consultants update their plans
 - Identification of issues the involve WFI properties (zoning, easements, utilities, etc.)
 - Keeping track of the many creative ideas that are being proposed for all seven of the areas of focus
- Next steps include understanding the easements on WFI and private properties in the Village and engage the WFI Phillips Farm Committee and understanding Departments of Interior and Agriculture willingness to support sustainability efforts and use the Village as an example of what can be done within historic guidelines/what guidelines need to be updated

Communications

Sue

- Village-wide gathering on Nov. 3 to share updates
- Discussed creating a newsletter highlighting 2033 project updates for all Village residents

Funding

Stephanie

- Stephanie was unable to join

Notes on the Village-wide gathering held Nov. 3:

Neighbors who were present:

Jeff Bean
 Ron Benshoter
 Ann Belland
 Kay Chewning
 Skip Couser
 Ray Daffner
 Matt Donnelly
 Sharyn Franck
 Chris Gleckner
 Annie Goode
 Christie Hertel
 Tom Hertel
 Emily Houston
 Dave Hunt
 Corinne Jacques
 Stephanie Kenyon
 Ed Lehman
 Sue Manch
 Connie Moore
 Kathie Ratliffe
 Mary Sheehan
 Mike Stup
 Peter Thomas

Stephanie Thompson
Cate Wyatt

Comments received vocally or in chat:

- Kay Chewing said she was impressed and heartened by what she heard. She thanked all for their hard work. She also asked that we send out a calendar invitation for the Dec. 7 BOS meeting.
- Annie Good said it is important to let villagers know how they can help.
- Emily Houston asked what types of projects the Northern VA Transportation Authority is willing to fund and what their timing is.
- Jeff Bean noted that a unified approach is the way to work with the county. He said they do not want to work with individuals.
- Dave Hunt mentioned that he is grateful for all this work.
- Connie Moore said that as a former member of the WCA and as the representative of the Catoctin Presbyterian Church, she wants to know how to tap into her base in the church membership to support these efforts. She mentioned that they have parking and water and want to help. She says they are open to all kinds of partnerships.
- I also received a question after the meeting from Kathie Ratliffe asking what a charette is and whether we would be paying a consultant to conduct them.

Action Steps:

Outreach

ACTION Steps:

Cate and Susan will work to insure Waterford 2033 has 5 speakers lined up to speak during the 12/7/21 Board of Supervisor's Public input session at 6:30 public (2.5minutes allowed each/in a row)

Need to Script the following presentations and put into cadence Order:

- **Chair of WCA:**
- **Chair of WFI**
- 3 Subject Matter Experts to Speak ~ re: Urgency and preparedness
- Water: Mike
- Mary: Traffic
- Bo Cutter: Clean Up

Need an Additional 25+ to attend and stand

Need to schedule on-sight briefings for:

Supervisor Umstatted and Congresswoman Wexton

Updating the 2003 Bury the Wires and Tame the Traffic Study

- Sharyn Franck will work on a Traffic Study Overlay

➤ Annie Goode will be reviewing zoning code changes we need included in the County's Zoning Ordinance Rewrite effort.



Funding

- Bo Cutter is reaching out to the Claude Moore Charitable Foundation
- Additional Resources include:

The Loudoun's Safe Routes to School Program: Janice.Jennings@lcps.org

Outreach: ECHO Chamber

- Virginia Department of Historic Preservation:

Cate will Reach out to help them update their online summary of "Historic Preservation in America" ~ which excludes the history of WFI as one of the first. https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Historic-Preservation-in-America_2014_FINAL.pdf

UPCOMING MEETINGS:

Waterford Village Meeting	November 3	7:00 pm	Zoom
Board of Supervisors Meeting	December 7	6:30 pm	In Person

2033 Committee

November 9, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair
Sharyn Franck, Chair Traffic Committee
Sue Manch, Chair Communications Committee
Mary Sheehan, Chair Sustainability Committee
Mike Stup, Chair Water Committee
Michelle Dunne
Liz Hale
Emily Houston
Corrine Jacques
Connie Moore
Patti Psaris
Richard Rogers
Stephanie Thompson

Topics Covered

Committee Updates:

Outreach

Cate

- The Kimley Horn proposal has been submitted to the County; we hope to get funding out of Planning.
- Held the November 3 Village-wide meeting to update attendees on the work of the 2033 Organizing Committee and others who are contributing to the visioning process. At least 25 people participated.
- Phyllis Randall plans to request \$95,000 for the Kimley Horn work and other costs related to this phase of the project; meeting is December 7 at 6:30 pm and we need Village residents to be there to support the request.

Traffic

Mike/Sharyn

- Mike, Sharyn, and Cate conducted a “walk about” with representatives from VDOT and Loudoun County Department of Transportation and Capital Improvements (DTCI)- on November 8th to review the 2003 Bury the Wires and Calm the Traffic Study in context of the Waterford 2033 plans and the integration of both with the traffic calming plans approved by the Board of Supervisors for the three entrances into the Village.
- From DTCI :
John Thomas, Asst. Dir. for Planning & Traffic
Eloisa Thring, Program Mgr, Traffic Engineering

From VDOT:

Sunil Taori, Land Use & Planning
Tom Folse, P.E. VDOT

From Kimley-Horn:

John Martin,

Mark (native of Loudoun and lives in western Loudoun ~ need his last name)

- They were briefed on the 2003 study and toured the village, especially visiting some of the worst traffic, walkability, issues with narrow streets, and runoff sites.
- They also discussed parking, traffic flow and speed, and bridges. They also shared that Valley Waste will no longer service Main Street due to safety concerns.
- Mike said it was a good restart to building stronger relationships and alignment with DTCI & VDOT and thinks the credit needs to go to the traffic leaders like Sharyn and Mary and predecessors like Meredith and going back a bit to Wendy and Christy Hertel to name a few.
- John Martin from Kimley Horn joined, which was helpful as he begins updating the 2003 plan update.
- We are hoping to get the \$2.3m into the CIP process this year for the changes to the three entrances that were approved by the BOS. It looks like we need at least one of the entrances (south) completed before the 287/9 round about project starts.
- We need to organize a log of the accidents, issues, and near misses experienced in the Village to underscore the safety issues, which resonated with VDOT especially since they had a near miss with a large SUV while touring. Mike will work with the WCA website to set up a reporting mechanism.
- Sharyn is planning to reconvene the WCA Traffic Committee to report on updates and discuss the creation of subcommittees focused on: **Safety Data Collection** (to support the Sherriff's Office documentation); **Air Quality Data Collection** (utilizing the WCA Air Quality Capture Data which is tied to cut-through and truck traffic; **Walkability Analysis**, to assist with the 2033 Planning; Rural Roads Initiative; Village Advocate to coordinate with Comcast, Dominion, Verizon and other entities which MUST seek permission prior to authorizing work within the NHL
- Regarding the Rural Roads Committee, Emily Houston reported that the BOS will take up the issue of paving a road in Sterling at the Nov. 10 meeting. She has some concern that the subject of Old Waterford and Old Wheatland paving may come up. She notes that Old Waterford is the site of a successful test of alternate materials in the area behind Morven Park.
- Mike reported that he and Ron Benschoter conducted site visits to : Aldie, Upperville, Millwood, and Blandy (the UVA Extension Program) to glean lessons learned from their initiatives and plan future visits (at DTCI's John Thomas's suggestion) in Maryland to Middletown and New Market. Mary S. suggested members should also visit Hillsborough ~ not to suggest that the materials are comparable, but that the community came together to undue the damage done to it and restore it's culture, history and self sustaining water resources and traffic control

Sustainability

Mary

- Mary welcomed new members, Liz Hale and Annie Good and thanked the members for their rigorous research , nationally and internationally to find proven means to provide alternative energy. She invited all to join the next week and will provide an update next week.

- Connie Moore noted that the Loudoun Master Gardeners may be willing to provide consultation on stormwater and runoff management free of charge. Mary will follow up.

Communications

Sue

- Village-wide gathering on Nov. 3 to share updates hosted at least 25 people.
- Will create a Waterford 2033 highlight box to add to the WCA and WF newsletters.

Funding

Cate

- Cate highlighted the new infrastructure bill and funding that will be available as a result of its passage. She plans to host Congresswoman Wexton during the month of November or December to discuss a coordinated approach to position the Waterford 2033 plans to become recipients of the multi-faceted funding streams.

Action Steps:

Outreach

ACTION Steps:

Cate and Susan will work to insure Waterford 2033 has 5 speakers lined up to speak during the 12/7/21 Board of Supervisor's Public input session at 6:30 public (2.5minutes allowed each/in a row)

Need to Script the following presentations and put into cadence Order:

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Supervisor Umstattd and Congresswoman Wexton

Updating the 2003 Bury the Wires and Tame the Traffic Study

Annie Goode will be reviewing zoning code changes we need included in the County's Zoning Ordinance Rewrite effort.

Funding

Bo Cutter is reaching out to the Claude Moore Charitable Foundation

Additional Resources include:

The Loudoun's Safe Routes to School Program: Janice.Jennings@leps.org

Outreach: ECHO Chamber

□ [Virginia Department of Historic Preservation:](#)

Cate will Reach out to help them update their online summary of “Historic Preservation in America” ~ which excludes the history of WFI as one of the first. https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Historic-Preservation-in-America_2014_FINAL.pdf

UPCOMING MEETINGS:

Board of Supervisors Meeting	December 7	6:30 pm	In Person
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From: Cate Magennis Wyatt catemwyatt@gmail.com
Subject: Fwd: What does the Infrastructure Bill passage mean for VA?
Date: November 8, 2021 at 9:02 PM

To: Cox and Mike Stup Paige mike.waterford.va@gmail.com, Mary Sheehan mcsheehan@ymail.com, Sharyn Franck sharynfranck@gmail.com, Susan Manch susanmanch@yahoo.com



This is a very good breakdown of what the recently passed Infrastructure Bill means for VA ~ especially relevant are the funds for Roads, Resilience and EV Charging.
Cheers,
Cate



\$1 Trillion Infrastructure Bill Passed by Congress

November 8, 2021

As you may have seen, on Friday, November, 5th, Congress passed the \$1 trillion ***Bipartisan Infrastructure Investment and Jobs Act*** legislation, a comprehensive infrastructure package that addresses everything from the maintenance of our nation's roads, bridges, rail systems, and other critical infrastructure needs.

So, what does this mean for Virginia?

Let us break it down for you. Below are anticipated transportation investments in the Commonwealth. The passage of the Infrastructure Bill is a win for communities across Virginia and will address long-standing transportation challenges impacting the region at large.



Roads, Bridges and Major Projects:

- **\$110 billion to repair and rebuild our roads and bridges with a focus on equity, safety for all users**, including cyclists and pedestrians, and first of its kind attention to climate change mitigation and resilience. This includes:
 - \$40 billion for bridge repair, replacement, and rehabilitation, which is the single largest dedicated bridge investment since the construction of the interstate highway system.
 - \$7 billion for Virginia highways and \$537 million for Virginia bridge replacement and repairs over five years.
 - **In Virginia, there are 577 bridges and over 2,124 miles of highway in poor condition.**

Washington Metropolitan Area Transit Authority (WMATA) and Public Transit:

- **Reauthorizes federal funding for WMATA** through fiscal year 2030 at current annual levels. The WMATA reauthorization is based on [legislation](#) previously introduced by U.S. Senators Mark Warner and Tim Kaine.
- **An estimated \$1.2 billion over five years to improve public transportation in Virginia.**
- \$39 billion over five years for public transit systems across the nation.

Rail:

- **\$66 billion in passenger rail to upgrade speed, accessibility, efficiency, and resilience**, including \$22 billion in grants to Amtrak, \$24 billion as federal-state partnership grants for Northeast Corridor modernization, \$12 billion for partnership grants for intercity rail service including high-speed rail, \$5 billion for rail improvement and safety grants, and \$3 billion for grade crossing safety improvements.
- **These dollars will help Virginia fund current projects announced with**

CSX, Norfolk Southern, Amtrak, and Virginia Railway Express, such as the **\$1.9 billion Long Bridge project** that both U.S. Senators Warner and Kaine supported by successfully passing their [Long Bridge Act of 2020](#) as part of the [FY21 Omnibus](#). The legislation allowed for the construction of a new Long Bridge across the Potomac River to double the capacity of rail crossing between Virginia and Washington, D.C., but still required federal funding to move forward.

- This funding will improve reliability and travel options not just in Virginia, but along the East Coast.

Airports, Ports and Waterways:

- **\$25 billion to improve our nation's airports** including runways, gates, terminals, and concessions.
- **\$17 billion for port infrastructure** to fund waterway and coastal infrastructure, inland waterway improvements, and land ports of entry.

Army Corps of Engineers:

- \$9.55 billion for Army Corps of Engineers infrastructure priorities like harbor dredging, coastal resiliency, and repairing damages to Corps Projects caused by natural disasters.

Broadband:

- **\$65 billion for broadband deployment to increase access and decrease costs** associated with connecting to the internet.
- **Virginia will receive a minimum allocation of \$100 million to expand broadband across the Commonwealth**, including providing access to the at least 473,000 Virginians who currently lack it.
- **1,908,000, or 23% of people in Virginia, will be eligible for the Affordability Connectivity Benefit**, which will help low-income families afford internet access.

Resilience:

- **\$47 billion for climate resilience measures** that will help our communities weather increasingly severe storms, droughts, floods, fires, heat waves, and sea level rise, including funding for FEMA flood mitigation grants, making infrastructure investments to increase coastal resilience, and improving mapping and data so that households and businesses can better protect themselves from future flood events.
- **\$238 million for the Chesapeake Bay Program** for ecosystem resiliency and restoration.

Electric Vehicle (EV) Charging:

- **\$7.5 billion to build electric vehicle charging stations** across the country along highway corridors to facilitate long-distance travel and within communities to provide convenient charging where people live, work, and shop.
- **\$2.5 billion for electric, zero-emission school buses.**
- **An estimated \$106 million for Virginia over five years to support the expansion of an EV charging network in the Commonwealth.** Virginia will also have the opportunity to apply for the \$2.5 billion in grant funding dedicated to EV charging in the bill.

Support for Minority Businesses:

- The legislation includes a provision based on Senator Kaine and Senator Roger Wicker's [Reaching America's Rural Minority Businesses Act](#), introduced in May 2021.
- The provision will **enable the Minority Business Development Agency to partner with Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs) to establish business centers to support minority-owned small businesses** in rural areas to provide education, training, and technical assistance to help them grow and thrive.

***Breakout provided by the Office of U.S. Senator Mark Warner*

[Learn More!](#)

Stay on top of the latest in transportation by signing up for our e-newsletters. *NVTA Update* will keep you in the loop on all the happenings at the Northern Virginia Transportation Authority and the *Driven by InNoVation* e-newsletter will take a look at the latest transportation technology trends across the globe.

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Northern Virginia Transportation Authority · 3040 Williams Drive, Suite 200 · Fairfax, VA 22031 · USA



2033 Committee

November 16, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair

Mike Stup, Chair Water Committee

Matt Donnelly

Liz Hale

Emily Houston

Corrine Jacques

Patti Psaris

Topics Covered

Committee Updates:

Outreach

Cate

- The Kimley Horn proposal has been submitted to DTCI and Joe Kroboth just returned from PTO yesterday, so has yet to review it. John Martin of Kimley Horn will report back when approved.
- Chair Randall's office has prepared an Executive Summary associated with the Board Member Initiative request for \$95,000 to conduct Village wide Charettes and additional support from Kimley-Horn
- Talking points are being prepared for the 5 Speakers who will present the Waterford 2033 request in support of Chair Randall's BMI funding request on December 7th and
- Everyone is requested to attend the Board of Supervisor's meeting December 7 at 6:30 pm
- The Mayor and Vice Mayor of Hillsborough, Roger Vance and Amy Marasco have offered to come and brief the village on the process they took to "Build it Once and Build it Right" and will be sending dates/times for our scheduling.
- Cate showed their 5 Minute Video "Build it Once and Build it Right" <https://vimeo.com/587945152> and the committee agreed it should be shown during our village wide discussion with them, along with other examples of how each community (i.e.; Rt. 50 Traffic Calming; Millwood, etc. has chosen their own context sensitive designs)
- Cate is reviewing the On Point Proposal to conduct our 2033 Village-Wide Charette and welcomes any edits.
- Congresswoman Wexton's Office manager, Tami Davis, has been updated with the following specific requests from our Committee:
 1. Be on their Radar for Shovel Ready Project Funding
 2. Be on their Radar to become the Sustainability "Poster Child" for historic preservation
 3. Assist with arranging to Host the National Park Service Advisory Board's Spring Meeting in Waterford for a major Press Announcement.

Tami Davis will:

1. Share her notes with Amelia, as this is her policy area
2. Ask the scheduler, Meaghan to get a date in November or December for an onsite briefing with the Congresswoman

Traffic

Emily

- Emily reported that during the Board of Supervisor’s Nov. 10th meeting they approved the Amended 6Yr plan and when asked when paving decisions regarding Rural Roads will be made the response was Spring of 2024.

Sustainability

Mike and Matt

- Mike reported that the committee met yesterday, attended by Liz, Matt, Mary, Annie Goode and himself.
- The Committee is analyzing uses for storm water such as irrigation, fire preparedness and if storm water can be channeled back into the Mill Race to make the Mill Operable for either power generation or grinding grain/corn as Millwood does.
- Adaptive Reuse of the Mill was also discussed and examples of how Millwood uses their Mill are being collected for consideration, including: they hold 2 Art Shows/year, each for 2 weeks; they grind corn and grain which is sold to customers and the Locke Store. These are fact finding efforts that can be considered as the WFI moves forward with the restoration efforts and planned STEM educational programming.
- Native Species are being analyzed for use for storm water management and Matt has reached out to an Israeli firm and spoken with Ely Cohen, on their uses of native plants, berms and wetlands to clean water for grey water uses, fire preparedness and cistern collection. The firm has a US Representative with who Matt will explore these methods further.
- Patty offered that her background is in Water Management and offered her help in the planning process, which is very much appreciated!
- Mike stated that he has spoken with Mark Phillips, Kimley-Horn, about ensuring that all plans meet BMP conditions.
- Solar: Matt outlined his research on Photovoltaic technology. He learned that the firm in Estonia does not have operations in the US, however he reached out to a California based firm, which has pioneered an invisible film, which fits between roof seams (requiring 15 1/2” between seams). According to their analysis, each home requires 5 watts and they can install the film at a cost of \$20,000/home. He also reported that the Committee has begun studying if there are any locations that are out of sight-of-line to consider for a solar array, and so far no site has been identified. Liz Hale sent, via chat, a link to the Sturbridge Village Solar Field: <https://www.high-profile.com/old-sturbridge-village-celebrates-solar-energy-system/>
- It was agreed that the Sustainability Committee will be given the majority of our next meeting to more thoroughly brief all present.

Communications

Cate

Sue was unable to attend and wishes were sent to her son for a successful surgery. Her “Newsletter Update” has been sent to the WFI for their newsletter.

Funding

Cate

- All updates provided during the Outreach Comments Report above

ACTION Steps:

Cate will confirm a time to host Congresswoman Wexton and her Team

Cate and Susan will work to insure Waterford 2033 has 5 speakers lined up to speak during the 12/7/21 Board of Supervisor's Public input session at 6:30 public (2.5minutes allowed each/in a row)

Need to Script the following presentations and put into cadence Order:

- **Chair of WCA:**
- **Chair of WFI**
- 3 Subject Matter Experts to Speak ~ re: Urgency and preparedness
- Water: Mike
- Mary: Traffic
- Bo Cutter: Clean Up

Need an Additional 25+ to attend and stand

Need to schedule on-sight briefings for:

Supervisor Umstattd and Congresswoman Wexton

Updating the 2003 Bury the Wires and Tame the Traffic Study

Annie Goode will be reviewing zoning code changes we need included in the County's Zoning Ordinance Rewrite effort.

Funding

Bo Cutter is reaching out to the Claude Moore Charitable Foundation

Additional Resources include:

The Loudoun's Safe Routes to School Program: Janice.Jennings@lcps.org

Outreach: ECHO Chamber

[Virginia Department of Historic Preservation:](#)

Cate will Reach out to help them update their online summary of "Historic Preservation in America" ~ which excludes the history of WFI as one of the first. https://www.dhr.virginia.gov/wp-content/uploads/2018/04/Historic-Preservation-in-America_2014_FINAL.pdf

UPCOMING MEETINGS:

Board of Supervisors Meeting	December 7	6:30 pm	In Person
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Village of Waterford, Virginia

2040 Vision

Planning and Design Charette - Infrastructure Improvements

Scope and Cost

7.20.21



Village of Waterford, Virginia

Planning and Design Charette - Infrastructure Improvements

Scope of Work and Cost

Charrette Design Planning and Development:	\$7,200
<ul style="list-style-type: none">• Identify proposed infrastructure improvements, features and logistics. Develop content, key points, messaging, topics and facilitators guide. Client meetings and approvals.• Charrette and Workshop Topics include: Infrastructure improvements, purpose and need, strategic community planning, long-range vision, goals and historic context-sensitive design and specific focus on preservation and National Historic Landmark registry guidelines.	
Charrette Presentation, Creative and Graphic Materials:	\$12,800
<ul style="list-style-type: none">• Includes PowerPoint Presentations, Display Boards, Charrette and Workshop Boards, Comment Forms, and Worksheets, printing and photography.	
Charrette Participant Identification, Invitations and Engagement:	\$1,800
<ul style="list-style-type: none">• Proposed participants include current residents, property owners, county officials, (Transportation, Neighborhood Planning, Economic Development, Tourism, Parks and Rec.) and other stakeholders. Charrette presentation team and facilitators will include subject matter experts, community and infrastructure planners, and engineers, architects, landscape architects, transportation planners as appropriate.	
Charrette Delivery:	\$14,400
<ul style="list-style-type: none">• Implement charrette workshop sessions.• 2.5 Days	
Charrette Summary Report:	\$2,700
<ul style="list-style-type: none">• Overview of Charrette process, findings and summary report.	

Waterford 2040 Vision Document:

\$8,200

- Collaborating with Waterford leadership team
- Produce up to two drafts with graphics, illustrations and branding

Scope Total:

\$47,100

Scope Approval

**Village of Waterford
Cate Magennis Wyatt
Address | Waterford, VA 20132**

Sign

Date

2033 Committee

November 30, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair

Mary Sheehan

Mike Stup, Chair Water Committee

Ron Benschoter

Matt Donnelly

Sharyn Franck

Annie Goode

Emily Houston

Stephanie Thompson

Topics Covered

Committee Updates:

Outreach

Cate

- The Kimley Horn proposal has been submitted to DTIC and Joe Kroboth just returned from PTO yesterday, so has yet to review it. John Martin of Kimley Horn will report back when approved.
- Chair Randall's office decided that there is no need for a BMI and will be working through DTIC to fund the Village Wide Charettes and support the Kimley-Horn proposal
- The Mayor and Vice Mayor of Hillsborough, Roger Vance and Amy Marasco have offered to come and brief the village on the process they took to "Build it Once and Build it Right" and will be sending dates/times for our scheduling.
- Cate is reviewing the On Point Proposal to conduct our 2033 Village-Wide Charette and welcomes any edits.
- Congresswoman Wexton and members of her Team will be coming to Waterford for a Briefing and light snacks on Dec. 13th
- We will reach out to Grant Schafer, grant.schafer@lcps.org, head of the LCPS Senior Capstone projects, along with Stephanie Thompson and the WLPCC to determine if Senior Students can be involved in either Waterford 2033 Communication Plan or the larger WLPCC 15th Anniversary initiative.

Sustainability

Mary

The Committee has met eight times and has created:

The Goals of the Committee

The Definition of Sustainability

Through this lens, an analysis of each aspect of Sustainable initiatives was conducted and prioritized based upon the number of Sustainability Lenses it met. (See Attached Powerpoint)

Overview - W2033 sustainability goals, sustainability matrix

Mary reviewed the sustainability goals and walked through the brilliant matrix which reviewed each goal by the number of Sustainability Lenses it met to derive the list of priorities.

ACTION: This matrix will be further updated to reveal which Local, State and Federal Sustainability Goals are met.

Sustainability issues/links with integrated master plan, K-H update, water: Mike

Mike outlined the integral nature of the individual goals. He then presented each Sustainability Goal and outlined: whether the individual Goal was included in the 2003 the Kimley-Horn Plan; what additional resources/studies are available to provide KH for the updated plan; if the Goal was not included in the 2003 KH Plan, what resources are available to present to KH and finally, whether or not a specific Goal could be pursued, outside the scope of the KH Plan.

ACTION: When the KH study is underway, rent a bus to bring 40 people, including Dominion, State, local and village residents on a tour of other sites to create visual links and increased buy-in.

Open space conservation, natives and drainage: Ron

The KH 2003 study did not include Phillips Farm and the new plan must integrate the Phillips Farm resources and opportunities into the new stormwater management plan.

The WFI has been working with a Forestry specialist to develop an invasive species eradication plan.

ACTION: Ron will organize a fieldtrip to Blandy to analyze innovative stormwater management native systems.

Adaptive reuse, Mill, walkability, partnership with WF Preservation: Annie Goode

The WFI has analyzed how to utilize the properties, given the constraints of current zoning and easement covenants.

Further the WFI is currently in discussions with VDHR to work with WFI to update Mill Race documentation to lay a foundation to better connect the Mill to the Phillips Farm and the final Stormwater management plans.

ACTION: Ask KH to update the wetlands study to include Phillips Farm. (CMW: Use the updated Prime Soils analysis the county has created.)

ACTION: Create a prism to look through the different restrictions put on Phillips Farm through the different grants and easements (Farm Land Preservation, VOF)

ACTION: Consider marrying the concepts of sustainability and the Waterford Fair exhibits,

Renewable energy, integration with adaptive reuse: Matt Donnelly

Has done research on the power-fit cells that fit between standing seam solar roofs.

ACTION: Bring Dominion Power to Waterford to work with us to create one of their proposed “Energy Plots”.

Mary: The County has an environmental Committee and one of the things they are trying to achieve is a reduction in the greenhouse emissions, and if we can make the case that Waterford can meet their requirements we can suggest that we are positioned to be at the head of the county and state, and even nationally on how this can be done.

ACTION: Ron suggested we approach the National Trust, as the Mill easement holder there may be an opportunity for the NT to negotiate with the Estonian company to bring their solar products to the US market.

Communications

Cate

Given the level of completed fact-finding and updated analysis, combined with several funding sources to move the update of the Waterford 2003 plan forward, we are now in the position to role out and more formally initiate Sue's Communication plan.

ACTION:

Among the suggestions are:

- Complete a "rolling" 90-day tactical Communications plan to include weekly open houses and set dates for community open house/charette gatherings.
- Record all future weekly meetings and post the recording for all to watch at their convenience
- Create a "Brochure" (update the one done by KH in 2003)
- Add a "Suggestion Box" in the Post Office
- Create the outreach plan to bring onboard all local, regional, statewide, and national partners.
- Mike and Cate volunteered to work with Sue to create this plan

2033 Committee

December 7, 2021 Minutes

Attendees:

Cate Magennis Wyatt, Chair
Mary Sheehan, Chair Sustainability Committee
Mike Stup, Chair Water Committee
Sue Manch, Chair Communications
Ron Benschoter
Bo Cutter
Matt Donnelly
Chris Gleckner
Liz Hale
Emily Houston
Stephanie Kenyon
Ruchi Parekh
Patti Psaris
Stephanie Thompson

Topics Covered

Committee Updates:

Outreach

Cate

- Chair Randall's office decided that there is no need for a BMI and will be working through DTCI to fund the Village Wide Charettes and support the Kimley-Horn proposal
- The Mayor and Vice Mayor of Hillsborough, Roger Vance and Amy Marasco have offered to come and brief the village on the process they took to "Build it Once and Build it Right" and will be sending dates/times for our scheduling.
- Congresswoman Wexton and members of her Team will be coming to Waterford for a Briefing and light snacks on Dec. 13th. The full committee is invited to attend, as have representatives from VDOT and DTCI. Bo Cutter will follow up on requests with Congresswoman Wexton.
 - Chris Gibson, Wexton staff member, has been tasked with identifying federal grants related to sustainability.
- We will reach out to Grant Schafer, grant.schafer@lcps.org, head of the LCPS Senior Capstone projects, along with Stephanie Thompson and the WLPCC to determine if Senior Students can be involved in either Waterford 2033 Communication Plan or the larger WLPCC 15th Anniversary initiative.
- Cate had a conversation with Julie Langdon, Head of the Virginia Department of Historic Resources regarding her thinking on expanding definitions of what is permissible use of historic buildings and spaces.
 - There will be a January Community-wide meeting to discuss the benefits of easements, which we will support.

- It was decided that a joint meeting of WF/WCA should be held after the first of the year when we hope to have more concrete plans to share, as well as news of funding sources.

-

Traffic

Cate and Mike

- Meeting on 12/06 with DTCI and VDOT went very well and they are very supportive of our plans to date. They shared pointers for getting year one funding from the Capital Improvements Budget.
 - Our committee will need to develop a campaign to support and raise awareness of our requests for this funding from BOS. (\$2.3 mil for the refurbishment of the 3 entrances to the Village).

Water

Mike

- We can expect the water study by year end. Mike is working with the consultants to determine the most effective means of presenting the information and recommendations to the community at large.

Sustainability

Mary

- The Sustainability Committee plans to meet with the Waterford Foundation Preservation Committee to discuss adaptive reuse of the Mill, with the Mill eventually serving as the anchor for Waterford.
 - They will discuss how to expand the current plan to stabilize the Mill into a broader project that would fully restore the Mill to full use.
- The VA Department of Historic Resources will be documenting the original millrace and Tannery yard areas to assess the viability of returning it to original form as a part of water conversation strategies.
- Work on the USDA native grasses plantings could proceed now.
- There is a need to identify the easy tasks that could be undertaken now, the necessary longer-term tasks, and the breakthrough opportunities so that work can get underway on all work streams.
- Bo Cutter suggested that we add sustainability education as part of the Fair; Chris, Mary and Cate support this idea; Sue notes that the Education Committee already has sustainability on its list for fair educational exhibits.

ACTION Steps:

Among the suggestions are:

- Complete a “rolling”_90-day tactical Communications plan to include weekly open houses and set dates for community open house/charette gatherings.
- Record all future weekly meetings and post the recording for all to watch at their convenience
- Create a “Brochure” (update the one done by KH in 2003)
- Add a “Suggestion Box” in the Post Office
- Create the outreach plan to bring onboard all local, regional, statewide, and national partners.
- Mike and Cate volunteered to work with Sue to create this plan