

**LANDLORD-TENANT RELATIONS BOARD**  
**Wednesday, January 4, 2023, Meeting**  
**ZOOM WEBINAR CALL**  
**MINUTES OF THE REGULAR MEETING**

**1. CALL TO ORDER**

The meeting was called to order on Zoom webinar by Chairperson Bonnie Naugle at 7:01pm. Ms. Naugle said that the Board is allowed two virtual meetings per year.

**A. BOARD MEMBERS PRESENT:** Elliott Waters, Geri Baldwin, Bonnie Naugle, Elijah St. Dennis, Olivia Jenkins, Katherine O’Connell

**B. BOARD MEMBERS ABSENT:** None

**C. STAFF PRESENT:** Melodie Seau, Siomara Amaya, Gwen Lassiter, Helen McIlvaine, Kimberly Cadena, Kenneth Turscak

**2. APPROVAL OF THE AGENDA:** Vice Chair Elliott Waters mentioned recent Board agendas have not included the public comment period recently and this should be continued in the future. See Vice Chair report from January 2023, attached.

Ms. Naugle asked for a motion to approve the agenda with the addition of those items. She noted that as no one from the public was present, that item will be incorporated in future agendas. **Action: Vice Chair Waters moved to approve the agenda as amended. The motion was seconded by Elijah St. Dennis and passed unanimously.**

**3. APPROVAL OF THE DECEMBER 7, 2022, MEETING MINUTES:** Chairperson Naugle read the corrections submitted by Mr. Waters and asked for any other changes or comments on the edits.

Mr. Waters mentioned that while there are no rules saying that detailed minutes with discussion cannot be included, the minutes are fairly lengthy. He suggested going forward that the minutes focus on recording business items such as motions submitted or proposed and voting results and omit less pertinent details that might suggest personal judgements are included during business the Board has acted on. Mr. Waters proposed that in drafting the minutes, staff adhere to the guidelines in Robert’s Rules, previously provided in the January Vice Chair’s report (attached, pp. 1), and report only items of business and Board actions. Discussion briefly followed that encouraged consideration of minutes from other boards and commissions, and members noted including the full discussion can be valuable to the public who are not able to attend meetings. **Action: Chairperson Naugle summarized edits suggested and asked for a motion to approve the minutes as amended. Mr. St. Dennis moved to approve with amendments, seconded by Ms. O’Connell, and the motion carried unanimously.**

#### **4. REPORTS FROM MEMBERS:**

Chairperson Naugle advised that she sent the two resolutions that the Board has been discussing to other Boards and Commissions. The Commission for Women wrote back saying that they have an affordable housing subcommittee, and they will connect us with the subcommittee. Ms. Naugle said she also planned to circulate the Board's guidance on dog breeds with other Boards and Commissions to get feedback.

Chairperson Naugle said that other Boards and Commissions may want members of the LTRB to attend their meetings to discuss our resolutions. Vice Chair Waters said he would be available to attend other Board and Commission meeting to share the views of the LTRB.

Vice Chair Report: See attached Vice Chair Report.

Staff Report: Melodie Seau asked that if Board members have not taken the Alexandria West Survey online, please do so. Ms. Seau said that the Virginia General Assembly session for 2023 begins in one week.

Ms. Seau advised the Board of a homeownership opportunity that was made available for first time homebuyers. The day previously, the Office of Housing held a lottery, a random drawing for first time homebuyer applicants for the Dylan condominium set-asides. Nine purchasers were selected at random, and nine back-up purchasers for one-, two-, and three-bedroom condominiums in the Potomac Yard community. In order to qualify, applicants had to take a full day of homeownership training and be pre-qualified by Virginia Housing and one of Alexandria's preferred lenders. Real Estate Agents familiar with the City's homeownership programs will be working with the households and the nine units are available to purchaser's whose annual household income is no more than 100% of the area median income, which is \$140,000 for a household of four people. Prices of the units are \$175,000 for a one-bedroom condo, \$225,000 to \$250,000 for a two-bedroom condo depending on whether the unit has one or two bathrooms, and \$275,000 for a three-bedroom condo.

In response to questions from Mr. Waters, Ms. Seau said that the price of the affordable units is calculated at what is affordable to households at 100% or less than the area median. Ms. Helen McIlvaine said that a two-bedroom condo might sell for about \$600,000. Buyers in the City's program share equity with the City if they sell the unit, and the unit must be sold to an income qualified buyer at an affordable price for 40 years.

**5. OLD BUSINESS:** Vice Chair Waters provided a City Council Resolution from 2014 Establishing Civic Engagement Principles and Supporting Processes with proposed changes (provided in the attached Vice Chair's January report, pp 5-6). Chairperson Naugle clarified that the proposal is to amend City Resolution #2597 adopted in 2014, adding language to add "private nongovernmental organization (NGO's) entities" in addition to local governmental entities and the public and updating the resolution's language. Mr. Waters

said the reason that he chose this resolution is because it already embraces civic “best practices” and adding language extending this best practice to NGOs would serve to encourage NGOs to follow the City’s example in establishing advisory groups – voluntarily. However, it was decided that resurrecting an older resolution may be difficult as the mayor and city council are different. Ms. Naugle noted that the term public is generally understood to mean anyone not part of the City, including companies and organizations. Board discussion led to the consensus that updating the older resolution is not required to support the LTRB resolution.

**6. NEW BUSINESS:** The Vice Chair proposed two items for consideration. **Action: Mr. Waters moved that effective immediately, that LTRB agendas include the six items mentioned in the reading from Roberts Rules of Order above** (see Vice Chair report, pp 13, section 1). During discussion, staff explained that there are only three people in the Office of Housing that can post to our website. Simultaneous publication is not possible, for example, if the Chair sends out items after 6:00 pm they cannot be posted until the following day. **The motion failed to receive a second.**

**Action: The Vice Chair moved that the proposed questionnaire submitted as an enclosure to the attached Vice Chair’s January 2023 Report be approved for use in sending to entities the LTRB is being asked to provide an informed recommendation on a Relocation Plan.** During discussion, Ms. O’Connell noted that a questionnaire could be good, but the questionnaire as submitted is confusing. She suggested a questionnaire should be something that Board members collaborate on, rather than approving a form that one member created, and asked whether it should be shared on Google Docs for review. **The motion failed to receive a second,** but Ms. Naugle said that she would create a Google Doc of the questionnaire for collaboration.

**7. ELECTION OF OFFICERS: Action: Olivia Jenkins nominated Bonnie Naugle for Chair and Elijah St. Dennis for Vice Chair. The motion was seconded by Geri Baldwin. The nomination for Bonnie Naugle as Chair passed unanimously. The nomination for Elijah St. Dennis for Vice Chair passed unanimously.**

**8. ADJOURNMENT:** The meeting was adjourned at 8:33pm.

From: Elliott Waters  
To: Bonnie Naugle  
Date: 01/04/2023 7:57 AM  
Subject: LTRB January meeting materials

Re: Minutes and Agenda

Greetings Bonnie,

Proposed changes to minutes - see board member attachment including questions regarding the preparation of the minutes

Proposed additions to Agenda - see board member attachment including proposed motions

See you tonight,  
Elliott

Attachments

- Draft 12/07/2022
- Agenda 1/04/2023
- Alexandria Breed Restrictions (edited)
- Vice Chair Rpt 1/04/2023
- Fair Housing Trends Rept
- LTRB Mbr Waters cmts../draft Dec 2022 Minutes

Bd member Waters questions/comments regarding preparation of Board minutes

**1. How do you prepare board meeting minutes?**

*Result of my reading and source*

**Effective minutes meeting for a board meeting include:**

- a. Date and time of the meeting.
- b. Name of all attendees and absentees.
- c. Changes to previous meeting minutes.
- d. Items added to the current agenda.
- e. Mention if a quorum is present.
- f. Motions accepted or rejected.
- g. Voting and outcome of it.
- h. Actions agreed to be taken.

[https://www.google.com/search?sxsrf=ALiCzsbJbB\\_eU\\_O9jueuBO9dVVDYpi3Nw:1672798452810&q=robert%27s+rules+on+preparation+of+board+minutes&spell=1&sa=X&ved=2ahUKEwjx1r3s66z8AhWGoHIEHUOWBeoQBSgAegQICBAB&biw=1006&bih=691&dpr=1.25](https://www.google.com/search?sxsrf=ALiCzsbJbB_eU_O9jueuBO9dVVDYpi3Nw:1672798452810&q=robert%27s+rules+on+preparation+of+board+minutes&spell=1&sa=X&ved=2ahUKEwjx1r3s66z8AhWGoHIEHUOWBeoQBSgAegQICBAB&biw=1006&bih=691&dpr=1.25)

**2. What is Roberts Rule of Order on use of acronyms in minutes?**

*Result of my reading:* Abbreviations and acronyms are used to save space and to avoid distracting the reader. Acronyms that abbreviate three or more words are usually written without periods (exception is U.S.S.R.). **Abbreviations should only be used if the organization or term appears two or more times in the text.**

**3. What is the Robert Rule of Order on including discussion details in minutes**

*Result of my reading:* Personal observations or judgmental comments should not be included in meeting minutes. All statements should be as neutral as possible. Avoid writing down everything everyone said. Minutes should be concise and summarize the major points of what happened at the meeting

Agenda Proposed additions 1/04/2023

**VICE CHAIRS REPORT – JAN 2023**

**1. INFORMATION ONLY – 2 Items**

- A. Resident Concern Posted on Next Door-11/18/2022
- B. 11-22 CC Meeting Docket Item #23-0454:  
*Tentative Framework/Timeline for “Zoning for Housing” and “Housing for All*

*Regarding draft minutes: see proposed changes and questions regarding preparation of minutes*

**2. DISCUSSION ONLY (Old Business: should there be any questions) – 1 Item**

**3. ACTION ITEMS FOR DECISION – 3 Items**

- A. Old Business: 1 Motion  
Motion: I move that the proposed the wording of correspondence submitted as an

enclosure to the Vice Chair's Report be approved and sent to other City Advisory Groups seeking support for LTRB two (2) resolutions

B. New Business: 2 Motions

(1) Motion #1: I move that the attached Proposed questionnaire submitted as an enclosure to the Vice Chair's Jan 2023 Report be approved for use in sending to entities the LTRB is being asked to provide an informed recommendation on a Relocation Plan.

(2) Motion #2: I move that effective immediately that there be simultaneous website posting of available LTRB materials with appropriate agenda

Comments: See rationale and support for motion in Vice Chair's Jan 2023 Report. Moreover, this friendly initiative is in keeping with on-going Alexandria City Government effort's to promote transparency more fully in its Advisory Group Open Meetings given the public's right of access to and knowledge of meeting materials.

From: Bonnie Naugle  
To: Melodie Seau  
Date: 12/30/2022 5:22 PM  
Subject: LTRB January meeting materials

Hi all,  
Here are the meeting materials for our January 4 meeting at 7pm via Zoom. I'm sharing the edited version to our sister commissions and boards, but if you have edits or suggestions on this version, please send to me via email.

- 1. Agenda
- 2. Draft minutes
- 3. Vice Chair Report (Elliott Waters)

For your information, but not necessarily for discussion:

- 1. Edited Breed Restrictions Memo (Katherine O'Connell)
- 2. 2022 Fair Housing Trends Report (for your information, from Katie)

Happy New Year!

Thank you,  
Bonnie

**VICE CHAIR REPORT LTRB MEETING January 04, 2023** (1<sup>st</sup> version)

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**FOR MEMBER INFORMATION – 2 Items**

1. Resident Concern Posted on Next Door-11/18/2022: Stephanie Andrews, Old Town Station Is City Council Rezoning Your Neighborhood to Increase Density and Overbuild? City to Bundle Up Zoning Initiatives for Fall 2023 Vote At the November 22 City Council meeting, Council will authorize staff to bundle a massive set of zoning changes into a single proposal that, if passed, will dramatically alter life in the City of Alexandria. This initiative has only two objectives neither of which address quality of life concerns caused by overdevelopment such as school overcrowding, water and sewer capacity, parking and traffic. All of these are important reasons that people stay in and move to Alexandria. For these implications not to be a measured objectively and input into the decision making process is irresponsible and exhibits a gross neglect of duty to the residents and taxpayers of the City of Alexandria. The initiative has pivoted to focus on historic implications of zoning rather than what problem we're trying to solve for Alexandria. The objectives from the docket attachments: Replace land use policies and regulations that further exclusion with ones that promote equity and inclusion, and address existing vestiges of exclusionary practices. Materially increase the supply of committed affordable and market rate housing. Of note Alexandria is AHEAD of our affordable housing targets. The most contentious proposals which will affect all of our daily lives are being snuck in without advanced communication to engaged civic groups and on holiday weeks when many residents are out of town, traveling or have family visiting. This is becoming a pattern with Council as we saw with the original Bonus Height vote originally scheduled for vote the day after the July 4th holiday. The accelerated timeline for this effort is as follows: Oct-Dec 2022: Preplanning Process and Data Gathering/Analysis Continues Jan-March 2023: Public Launch Analysis Continues April-June 2022: Community Engagement Review of Analysis & Findings July-Aug 2023: Update Analysis and Recommendations Sept-Oct 2023: Community Engagement for Updated Initiatives Nov - Dec 2023: Schedule Public Hearings In the coming weeks we will begin organizing to ensure all of Council hears from the community. MEMORANDUM DATE: NOVEMBER 15, 2022 TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL THROUGH JAMES F. PARAJON, CITY MANAGER /s/ FROM: KARL W. MORITZ, DIRECTOR, DEPARTMENT OF PLANNING & ZONING TITLE Update on Zoning for Housing Initiatives and the Companion Housing for All Equity Component in Support of the Production of Market and Affordable Housing. **ISSUE: Should staff combine**

remaining Zoning for Housing Initiatives into one Comprehensive Zoning for Housing Package for study and community engagement, along with the Housing for All Equity companion program, for City Council consideration potentially in fall 2023?

**RECOMMENDATION:** That the City move forward with the review of a comprehensive package of zoning reforms for the purpose of (1) removing from City policies and regulations those provisions that were intended to support exclusion and segregation, and intended to deny opportunities for property ownership and wealth creation to persons of color, (2) create new, more equitable land use policies that improve demographic and economic indicators that show that there are lasting vestiges of exclusionary practices even today, and (3) materially increase the supply of committed affordable and market rate housing in the City. **Discussion: Staff's** proposed comprehensive package is largely the same as that initially proposed, discussed, and approved in 2019 and 2020 as a phased program of reforms. While important progress has been made on that list, factors such as the pandemic affected the pace with which these initiatives could move forward. This accelerated project is proposed to be completed in 2023. A tentative framework for a timeline outlining the anticipated work program is included in Attachment 1. Accelerating this project will have an impact on the FY 2023 Long Range Interdepartmental Planning Work Program. If City Council concurs with recommendations in the memorandum, staff will return in January/February with proposals to make room for it in the work program, likely by proposing to postpone one or more projects. Proposed Components: Single-family zoning - Evaluate the current limit of one household per lot in the City's single-family zones and the potential benefits of allowing a greater number of households per lot in the zones. The initial approach will be to largely retain the amount of development (height, square footage, footprint) currently permitted in these zones. Staff will review the history of single-family zoning and the extent to which this type of zoning effectively limited access to these neighborhoods by persons of color, both nationally and in Alexandria specifically. Staff will also explore the Zoning Ordinance definition of "family" and concerns that have been expressed about its application and will address parking issues. Removal of restrictive language from the Zoning Ordinance - This effort is to remove from the Zoning Ordinance restrictive language tied to past laws and policies which created exclusionary barriers for some groups to equitable living opportunities across the City. Examples include the definition of family, language regarding "impact on property values" and "character of the neighborhood," and others. This project will be directly linked to historic research on the origins of this language, the identification of other Zoning Ordinance language that may be exclusionary, and a discussion of how this language operates in present-day Alexandria. Bonus Height - Staff will add to the body of research and analysis already completed, by examining testimony by members of the public and suggestions by the Planning Commission during the hearing. RMF Zones - Staff will analyze expanded/targeted opportunities for RMF (Residential Multi-Family zone) re-zonings: Instances where a rezoning to RMF could be considered under existing small area plans. In recent past, this has included parcels explicitly recommended for RMF in small area plans, parcels where the planned land use in existing small area plans is "Residential High" or an equivalent residential or mixed-use density. Remove Zoning Ordinance barriers to office-to-residential conversion - Staff examine key aspects of density - FAR and Units Per Acre - in mixed use zones and consider several regulation options to facilitate office-to-residential conversion when in line with City principles. Staff will summarize the City's experience with conversions that went forward as well as those that did not through the lens of performance criteria such as impact on job growth, the tax base, and housing affordability. Town House Zones - This project will examine strategies to reconcile varying regulations (such as FAR and open space) within the City's town house zones, with the working hypothesis that consistent zoning standards for townhouses Citywide is desirable. Existing/Historic Development Patterns No Longer Permitted - Staff will identify a set of existing land use patterns, such as the mix of uses and building types found in sections of our historic districts and permitted under previous zoning ordinances, that are no longer permitted today. Staff will prepare a list of future potential changes to the ordinance that might allow these patterns to occur in the future. STAFF: Emily A. Baker, Deputy City Manager Karl Moritz, Director, P&Z Helen McIlvaine, Director, Office of Housing Nancy Williams, Assistant Director, P&Z

## **2. 11-22 CC Meeting Docket Item #23-0454**

### **TENTATIVE FRAMEWORK/TIMELINE FOR "ZONING FOR HOUSING" AND "HOUSING FOR ALL"** *Comprehensive Zoning for Housing Package and Housing for All Tentative Framework for Work Program Timeline*

The Comprehensive Zoning for Housing list includes a variety of initiatives of varying levels of complexity. Staff and possibly consultant analysis will be required for some of these initiatives. Additionally, community engagement will be a key component of the process in terms of seeking community input on the list itself as the Comprehensive Zoning for Housing Package is publicly launched and then on analysis and findings, along with ultimate recommendations.

Most, if not all of the initiatives under the Comprehensive Zoning for Housing Package will, understandably, involve discussions of subjects of intense interest by communities. Therefore, it is important that a reasonable allocation of time be given to them for analysis, findings and for discussions with the community. Such subjects include density, height and **equity for example (what about justice??)**. As we know, these subjects are important to this effort and will be guided by strong planning principles and appropriate precedents, equity

principles and also through an Alexandria lens which speaks to neighborhood context.

*FY 2023 Quarter 2 (October 2022 to December 2022)*

- **Preplanning for Overall Coordination of the Comprehensive Zoning for Housing and Housing for All Work Plans with tasks/timelines such as:**
  - Identification of Zoning for Housing Initiatives to be included in the Comprehensive Zoning for Housing List;
  - Development of an Overarching Comprehensive Zoning for Housing Timeline;
  - Incorporation of Individual Projects within the Overarching Timeline with associated Tasks;
  - Identification of the Lead Project Manager for each Zoning for Housing Initiative;
  - Identification of the Project Team for each Zoning for Housing Initiative;
  - Identification of Areas of Common Resources that can be shared for all Zoning for Housing Initiatives:
    - Common Data
    - Common Analysis
    - Common Messaging, Goals and Principles
    - Other
  - Identification and solicitation of potential external Technical Assistance for both Zoning for Housing and Housing for All;
- Finalize Housing for All elements and create a Platform for sharing Information with the Public and plan a Kick-off event for the Public; Elements which need to be finalized:
  - Common Message of Purpose of Housing for All and Intended Goals/Metrics
  - List of Historical Exclusionary Housing Policies and Practices – federal and state
  - Alexandria Equity Emphasis Areas Map showing impacts today related to segregation policies
  - Oral Histories from Alexandrians reflecting life during Jim Crow Era
  - African American Historical Alexandria Communities Interactive Map
  - Restrictive Covenants Interactive Map
  - Equity Impact Statement for Development/Non-development Projects
- Prepare update to the FY 2023 Interdepartmental Planning Work Program to reflect the adjustments as needed to accommodate work related to the full range of initiatives under the Comprehensive Zoning for Housing II

*FY 2023 Quarters 2 and 3 (October 2022 through March 2023)*

- **Public Launch and Continued Analysis**
  - Finalize solicitations/selection of targeted Technical Assistance to support research and analysis of potential impacts of change;
    - Ongoing Data Gathering and Analysis work on individual Initiatives;
    - Develop and coordinate a Community Outreach Strategy for the Comprehensive Zoning for Housing Package and Housing for All in conjunction with communications professionals and Project Managers; and
    - Plan public kick off of Housing for All and Comprehensive Zoning for Housing Package (January or February)

*FY 2023 Quarter 4 (April through June 2023)*

- **Community Engagement for Initiatives**
  - Finalize Community Outreach Strategy for the Comprehensive Zoning for Housing Package; and
  - Execution of the Community Outreach Approach for the Comprehensive Zoning for Housing Package of Initiatives

*FY 2024 Quarter 1 (July and August 2023)*

- **Summarize Community Input and adjust Initiatives as Appropriate**
  - Summarize Community Input;
  - Undertake additional Analysis as Necessary; and

- Adjust individual Initiatives as Appropriate

*FY 2024 Quarter 2 (September and October 2024)*

- **Additional Community Input post Revisions/Finalize Recommendations**
  - Reconnect with the Community post any Revisions; and
  - Finalize Recommendations

*FY 2024 Quarter 2 (November and December 2024)*

- **Schedule Public Hearings**
  - Confirm readiness of package for Public Hearing; and
  - Schedule package for Public Hearing

**FOR MEMBER DISCUSSION – I Agenda Item**

**Proposed Discussion Item under Old Business – Wording of Best Practice Resolution  
Proposed Amendment  
to Resolution Number 2597  
Establishing Civic Engagement Principles and Supporting Processes**

Establish Civic Engagement Principles and supporting processes as set forth in the Alexandria Handbook for Civic Engagement ('Handbook') to guide the City's effort to involve the public in the development of public policy, program and planning decisions in the City of Alexandria.

**WHEREAS**, the City Council in 2012 charged the City Manager's office with launching a civic engagement initiative to gather information and develop and implement strategies for improving and expanding civic engagement in Alexandria; and

**WHEREAS**, the initial primary goal of the civic engagement initiative, What's Next Alexandria, was to improve the quality of Alexandria's public participation process so that members of the community are actively, constructively, and meaningfully involved in the public decisions that affect the city; upon reflection and based on a policy recommendation from the Landlord Tenant Relations Board (*hereafter referred to as the LTRB*) to encourage public/private non-governmental to establish advisory bodies on a volunteer basis, and

**WHEREAS**, collaboration between community members, public/private non-governmental entities and Alexandria city government leads to better results than either working separately, and as an outcome of that partnership, results better stand the test of time; and

**WHEREAS**, effective civic engagement:

- Improves understanding of the value of working together to solve common problems;
- Creates and encourages a fully informed public that knows how to participate and embraces commonly held Principles of Civic Engagement and the processes that support full participation;
- Increases public and private participation, representative of the City's demographic diversity;
- Ensures active leadership by the public and private entities/residents in organizing their community to participate in civic engagement processes and help shape broader goals of the City;
- Inspires members of the community to endorse decisions and actions by the City because decisions clearly reflect public participation in a transparent process;
- Stems from consistency across City departments, Boards, Commissions and Committees in the application of civic engagement principles and process;
- Results in confidence in the equity of the public/private decision making process; and
- Reinforces mutual trust between the community and City government; and

**WHEREAS**, the attached Handbook and Principles for Civic Engagement served as the foundation for public participation, now let it be understood that participation is to include public/private non-governmental entities in Alexandria and all participation is intended to guide the city government and members of the community in how Alexandrians can best participate in public/private dialogue for decisions that have a positive effect on shape the city for all time;

**NOW, THEREFORE, BE IT RESOLVED**

**BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

That the City Council of Alexandria, Virginia:

- I. Establish as City policy the concepts contained in current and future revisions to the attached Civic Engagement Principles and process framework specified in the Handbook for the purpose of more meaningfully engaging



the community in the development of City policies, plans, and projects. It is the purpose of this policy to ensure that public/private participation in the formulation of individual public/private non-governmental entities as well as City public policy shall be welcomed and encouraged. Further, it is the purpose of this policy to ensure all members of the Alexandria community, regardless of station or circumstance, shall have the opportunity to express their views on matters of public policy and appropriate private policy thereby serving as encouragement to help ensure their expressed views are given fair and respectful consideration.

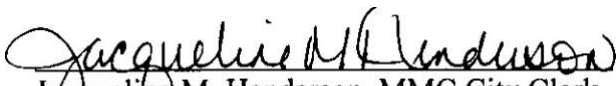
2. Ensure that prior to the adoption of public/private policies which will significantly impact the quality of life of members of the community, (1) the nature of the proposed policy or action has been fully disclosed, (2) the public/private entities have had reasonable opportunity to be informed, consulted, involved, or to collaborate on the proposed action, and (3) the decision-making body has had sufficient opportunity fairly to consider and reflect before acting.
3. Charge the City Manager's Office with providing oversight to ensure that expectations are clear, request for resources are adequate to meet expectations, and staff is held accountable for results;
4. Charge the City Manager's Office with directing city departments to conduct ongoing assessments of civic engagement performance by project as stipulated in the Handbook, including but not limited to:
  - Assessing community evaluation of performance vis a vis each principle;
  - Assessing the organizing and communication process;
  - Reviewing and assessing use of the Framework;
  - Assessing project accountability and transparency;
  - Managing resources to provide appropriate facilitation training to staff involved in civic engagement work throughout the City; and
  - Incorporating internal and external public/private evaluation methods for further measurement and insights into the quality of the civic engagement process as a whole and each department's performance in pursuit of the Civic Engagement principles.
5. Direct the Civic Engagement Interdepartmental Working Group to advise city departments, the City Manager, and City Council in these assessment processes and to develop a proposed plan for future annual review of civic engagement performance in collaboration with the community (understood to include public/private non-governmental entities-going forward).
6. Through this resolution establish binding city policy.

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Adopted: January 25, 2014

  
WILLIAM D. EULLE, MAYOR

ATTEST:

  
Jacqueline M. Henderson, MMC City Clerk

**FOR MEMBER ACTION - 3 proposed Items**

**Proposed ACTION ITEM #1 under Old Business:** In response to Chair's request for assistance in wording correspondence to send to other City Advisory Groups seeking support for resolutions – recommended/suggested language.

**MEMORANDUM FROM:** City of Alexandria, VA Landlord Tenant Relations Board

**FOR:** City of Alexandria, VA Advisory Groups (Boards, Commissions, and Committees)

**ATTN:** Convening Authority [Chairs, Presidents, other]

Please find attached two resolutions that have been prepared as a result of Landlord Tenant Relations Board (LTRB) passing two (2) motions addressed in these resolutions we plan to submit for City Council action.

Given the priority the City has placed on collaboration and engagement, the LTRB agreed that submitting these resolutions for other advisory groups concurrence or nonconcurrence without or without comment was deemed appropriate. Therefore, we ask the convening authority include the resolutions as an agenda item during your next appropriate meeting and provide your response no later than the end of March 2023.

Should you desire to have someone from the LTRB to meet with your group and answer any questions you may have, please let me know as soon as possible and we will try to have someone meet with you. The aforementioned process is suggested since we are a small group comprised of six (6) members, responded to questions/inquiries sent via email or phone would be burdensome.

Thanks, in advance, for taking time to consider a matter we hope you regard as important and worthy of a response. Should you have questions regarding expectations, feel free to contact me via email.

Bonnie Naugle,  
Chair, LTRB

**Attachment:** See Something, Say Something, Do Something Resolution and Best Practice Resolution

## RESPONSES

Advisory Group Name	Concur Yes (Y) No (N)	Comments Yes (Y) No (N)		Convening Authority Name (print)
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**Proposed ACTION ITEM #2 under New Business:** Proposed form for adoption by LTRB seeking information regarding Developer Relocation Plans seeing favorable board recommendation in a timely manner.

Request for Information Regarding Relocation Plan from \_\_\_\_\_,

Due Date: No later than the day prior to the public hearing

**DIRECT QUESTIONS/CONCERNS REGARDING THE RELOCATION PLAN QUESTIONNAIRE TO CHAIR, LTRB**

**1. NAME of ORGANIZATION or REPRESENTATIVE:**

**2. SUBJECT/ISSUE:**

**3. INFORMATION** (feel free to continue responses on a separate page)

**a. Notices**

**(1) SENT** (*Chronology*)

Period Covered	Tenants	Staff	Landlord Tenant Relations Bd

**(2) RECEIVED** (*Chronology*)

Period Covered	Tenants	Staff	Landlord Tenant Relations Bd

**b. Payment(s) sent/acknowledged:**

**(1) Tenants – NOT VERY LOW INCOME, elderly or disabled**

Dates Covered	Payments Sent	Payments Acknowledged	Payments Not Sent	Reason Not Sent

**(2) Tenants – VERY LOW INCOME, elderly or disabled**

Dates Covered	Payments Sent	Payments Acknowledged	Payments Not Sent	Reason Not Sent

**c. Resolution of complaints** (if any):

**(1) Number received FROM TENANTS**

Dates Covered	Resolved	In-progress	Unresolved & why

**(2) Number received FROM AREA RESIDENTS**

Dates Covered	Resolved	In-progress	Unresolved & why

**(3) FROM INTEREST GROUPS /Tenant Representatives/Others (specify) -**

Dates Covered	Resolved	In-progress	Unresolved & why

**4. CONCERNS** (feel free to continue responses on a separate page)

**a. Relocation Plan compatibility**

**(1) City's Strategic Plan**

	Theme	Yes Compatible (Y)	Not Compatible (N) or NA
1	Distinctive & Vibrant Neighborhoods		
2	Inclusive City		

3	Well Managed Gov't		
4	Safe & Resilient Cmty		
5	Flourishing Arts, Culture & Recreation		
6	Strong Economy		
7	Thriving Children & Youth		
8	Environmental Sustainability		
9	Healthy Residents		
10	Multimodal Transportation		

**(2) Housing Master Plan**

Goal	Yes Compatible (Y)	Not Compatible (N)	Not Applicable
1-Preserve Existing Subsidized & M R Hsg			
2 -Encourage development of new affordable & workforce rental units			
3-Assist in preparation for home ownership			
4-Enable living and prospering in current home ownership			
5 – Provide a variety of safe quality Hsg accessible to all ages, incomes and abilities			
6-Enhance awareness of needs, opportunities, and benefits of affordable Hsg			

**(3) Racial and Social Equity Resolution**

	Resolutions	Yes Compatible (Y)	Not Compatible (N) or NA
1	Ensure that race and social equity is incorporated and centered in all planning		
2	Implement and sustain structures and systems to advance race and social equity		
3	Align and implement policy efforts designed to advance race and social equity goals,		
4	Ensure accountability mechanisms related to the progression and transparency of work to advance race and social equity		

**(4) Other relevant Plans (specify)-**

	Name/Focus	Yes Compatible (Y)	Not Compatible (N) or NA
1	Park Plans		
2	Arts and Culture Master Plans		
3	Environmental Action Plans		

**b. Coordination/Collaboration (please identify)**

**(1) City Staff**

Date	Staff	Concurrence	Nonconcurrence
	Housing		
	Planning & Zoning		
	BAR		
	Other		

**(2) Advisory Groups**

Date	CITY ENTITIES	Concurrence	Nonconcurrence
	City Advisory Groups		
	City NGO's/Cmty Groups		
	City Residents		
	DMV GROUPS		

**5. COMMENTS** *(feel free to continue on separate pages)*

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**6. ADDITIONAL LTRB MEMBER QUESTIONS ASKED TO ESTABLISH ACCOUNTABILITY**

**a. Landlord Tenant Board Member Waters**

- (1) Relocation details
- verification?  
place of residence once given the 120 days' notice to relocate?
- (a) Who determined structure is in need of replacement/redevelopment? Does the City require
  - (b) Was management given other options besides replacement/redevelopment, such as renovation
  - (c) Are the any affordable units being replaced with more or less affordable homes?
  - (d) Will there be storage space provided free or at cost space for those unable to find a temporary
  - (e)
  - (f)
  - (g)
- (2) Relocation Firm Experience/Background
- (a) What is your most recent redevelopment or renovation project that has required relocation of residents in Alexandria City?
  - (b) What is your most recent redevelopment or renovation project that has required relocation of residents in the DMV (DC, Maryland and Virginia area).
  - (c) What is your most recent redevelopment or renovation project that has required relocation of residents in the Commonwealth of Virginia?
  - (d) What is your most recent redevelopment or renovation project that has required relocation of residents in other locations outside the DMV and Commonwealth of Virginia?
- (3) Payments
- (a) Will residents have option to receive security deposits back or leave it due to guaranteed return right?
  - (b) Will relocated tenants also be allowed to return at their current rental payment rate? If not, why?

**b. What are some Staff questions still awaiting responses regarding relocation issues-less names?**

- (1). None ( )
- (2). Pending responses - below

**c. What are some Tenant questions pending responses regarding relocation issues-less names?**

- (1). None ( )
- (2). Pending responses - below

**d. What are some Interest Groups questions pending responses regarding relocation issues-less names?**

- (1). None ( )
- (2). Pending responses – see below

**TRACKING DATA**

TENANTS RELOCATED FROM DEVELOPMENT		RELOCATED TENANTS RETURNED TO DEVELOPMENT	
<b>a. Number/Names BMR Tenants Relocated</b>		<b>a. Number/Names BMR Tenants Returned</b>	
(1) Number not very low income	-	(1) Number not very low income	-
(a) Names - elderly	-	(a) Names – elderly	-
(b) Names – disabled	-	(b) Names – disabled	-
(c) Names - other	-	(c) Names - other	-
(2) Number very low income	-	(2) Number very low income	-
(a) Names - elderly	-	(1) Names - elderly	-

(b) Names – disabled (c) Names - other	-	(2) Names – disabled (3) Names - other	-
b. Number Market Rate Tenants Relocated (a) Names (b) Names	- - -	b. Number Market Rate Tenants Returned (a) Names (b) Names	- - -

**Proposed ACTION ITEM #3 under New Business: ISSUE:** Simultaneous posting of available LTRB materials with appropriate agenda as part of an on-going Alexandria City government effort to promote transparency in its Advisory Group Open Meetings given the public’s right to disclosure of meeting materials.

**1. BACKGROUND:**

**a. A plain reading of an extract from the Advisory Group Member Handbook dtd 09/01/2022**

Duties	City Council	City Clerk	Board Chair	Staff Liaison
Set Meeting Agendas and Distribute Materials			Works w/ Staff Liaison to set agenda and materials	Ensuring members and public have notice of meeting and materials
Seek Public Input at Meetings			Facilitates if input is part of order of business	Ensures proper notice of meeting and opportunity for public participation.

leads this board member to understand board materials are to be posted along with the agenda. I was corrected and informed that only the agenda is required to be posted but posting meeting materials is an option. It is an option because meeting materials are made available at the meetings.

b. A plain reading of an extract of Roberts Rules of Order on the inclusion of supporting documents (see below), aka: meeting materials “ most meeting agenda do include them. I assert the reason is for greater transparency and reasonable full disclosure of matters/details being discussed in the public interest.

Which of the following items should be included in a meeting agenda?  
**While the subject of your meeting will influence your final agenda draft, most meeting agendas will include the following six items:**

- Meeting participants. ...
- Meeting objectives. ...
- Agenda items. ...
- Time frames. ...
- Supporting documents. ...
- Action items.

<https://www.google.com/search?sxsrf=ALiCzsZZjT6BW7KUuK8592aKrhqUL2ynRA:1670515911115&q=Are+meeting+materials+to+be+included+with+posting+of+an+agenda+under+Roberts+rules+of+Order&nfr=1&sa=X&ved=2ahUKEwirxOTbtOr7AhUUUzUKHVLiDsOQvgUoAXoECAgQAg&biw=1010&bih=691&dpr=1.25>

c. Commentary: During my volunteer service as a member of the LTRB, I have been and remain a strong advocate for transparency as a co-equal component of community engagement. Given that many of our residents are unable to attend in person public meetings, as volunteer serving on an advisory body, I assert the common good is served whenever reasonable effort is made to provide affordable means to earn the trust and confidence of well-managed government. Why this is not embraced as a best practice is puzzling to me and takes away the opportunity to invite residents to “see/read/become educated” themselves what their government is doing or not doing on their behalf.

d. A professional opinion piece on why transparency is a good business practice  
Five Reasons Why Transparency Is Good Business by Jeff Kozloff Forbes Councils Member CEO of TrialScope, the most widely used clinical trial disclosure software, with 16 of the top 20 industry sponsors as customers.

1. Transparency boosts brand reputation
2. Transparency attracts quality candidates and retains employees
3. Transparency puts your company in a favorable light with investors
4. Transparency can keep you compliant (and keep you honest)
5. Transparency is the right thing to do

Beyond regulatory requirements, being transparent is simply the right way to do business. As long as transparency does not jeopardize a company’s proprietary information, I say it’s a good thing. Transparency will go a long way toward building trust — and growing your business.

e. See **City of Alexandria 2023 General Assembly Legislative Package - Define Our Community Engagement Approach.** The Alexandria City Council has identified the need for the City to use both new and traditional outreach methods to ensure that community engagement is efficient, effective and accessible to all stakeholders, creating a clear connection between community input and its effects on policy decisions,

infrastructure needs and financial considerations. The City of Alexandria supports legislation and budget items that will assist the City in connecting and engaging with members of the Alexandria community, and support efforts to ensure all members of our community are able to engage with their government and see themselves represented in their government, including: ●Legislation to **increase opportunities for electronic participation by members of public advisory bodies** and members of the public accessing meetings of public bodies;

**2. QUESTION:** While the basis for the City not requiring or encouraging the simultaneous posting of meeting materials along with the relevant agenda is not disclosed, does not a simple reading of the staff liaison’s duties included in the extract of the City’s Member Handbook Statement referenced above in para 2 lead one to conclude that along with the notice of meeting [which is a required posting] residents will also be provided meeting materials at the time of posting as well as at the time of meeting]? If not, what is the logic or policy basis for not posting meeting materials - in plain or common use speech?

**3. MOTION:** In the public interest and in keeping with the intent of “well managed government” to promote transparency as a best practice component of community engagement, I move that effective immediately, that LTRB agendas include the six items mentioned in the reading from Roberts Rules of Order above.

- a. Second:
- b. Discussion:
- c. Vote

**Guidance from Robert’s Rules of Order: Whenever the presiding officer decides on a question of order s/he has the right to state the reasons for that decision, and any two members have the right to appeal the decision, one making the appeal and the other seconding it. *It is the duty of the presiding officer to enforce the rules and orders of the assembly, without debate or delay. It is also the right of every member who notices the breach of a rule, to insist upon its enforcement.***



**Proposed ACTION ITEM #3 under New Business: ISSUE:** Simultaneous posting of available LTRB materials with appropriate agenda as part of an on-going Alexandria City government effort to promote transparency in its Advisory Group Open Meetings given the public’s right to disclosure of meeting materials.

**4. BACKGROUND:**

c. A plain reading of an extract from the Advisory Group Member Handbook dtd 09/01/2022

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c. Commentary: During my volunteer service as a member of the LTRB, I have been and remain a strong advocate for transparency as a co-equal component of community engagement. Given that many of our residents are unable to attend in person public meetings, as volunteer serving on an advisory body, I assert the common good is served whenever reasonable effort is made to provide affordable means to earn the trust and confidence of well-managed government. Why this is not embraced as a best practice is puzzling to me and takes away the opportunity to invite residents to “see/read/become educated” themselves what their government is doing or not doing on their behalf.

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e. See **City of Alexandria 2023 General Assembly Legislative Package - Define Our Community Engagement Approach.** The Alexandria City Council has identified the need for the City to use both new and traditional outreach methods to ensure that community engagement is efficient, effective and accessible to all stakeholders, creating a clear connection between community input and its effects on policy decisions, infrastructure needs and financial considerations. The City of Alexandria supports legislation and budget items that will assist the City in connecting and engaging with members of the Alexandria community, and support efforts to ensure all members of our community are able to engage with their government and see themselves represented in their government, including: •Legislation to **increase opportunities for electronic participation by members of public advisory bodies** and members of the public accessing meetings of public bodies;

**5. QUESTION:** While the basis for the City not requiring or encouraging the simultaneous posting of

meeting materials along with the relevant agenda is not disclosed, does not a simple reading of the staff liaison's duties included in the extract of the City's Member Handbook Statement referenced above in para 2 lead one to conclude that along with the notice of meeting [which is a required posting] residents will also be provided meeting materials at the time of posting as well as at the time of meeting]? If not, what is the logic or policy basis for not posting meeting materials - in plain or common use speech?

**6. MOTION:** In the public interest and in keeping with the intent of "well managed government" to promote transparency as a best practice component of community engagement, I move that effective immediately, that LTRB agendas include the six items mentioned in the reading from Roberts Rules of Order above.

- c. Second:
- d. Discussion:
- c. Vote

**Guidance from Robert's Rules of Order: Whenever the presiding officer decides on a question of order s/he has the right to state the reasons for that decision, and any two members have the right to appeal the decision, one making the appeal and the other seconding it. *It is the duty of the presiding officer to enforce the rules and orders of the assembly, without debate or delay. It is also the right of every member who notices the breach of a rule, to insist upon its enforcement.***

**Attachment: Addition to Vice Chair Report Jan 4, 2023**

**From: Elliott Waters**  
**To: Bonnie Naugle**  
**Date: 12/23/2022 1:34 PM**  
**Subject: My Report/Input for Jan 2023 LTRB Meeting Agenda**

**Hi Bonnie, good afternoon. See attachment**

**Should you have questions regarding my input/Report, let me know as soon as possible.**

**Happy holidays,  
Elliott**

**ALEXANDRIA LANDLORD-TENANT RELATIONS BOARD  
January 2023 Meeting**

**DATE:** January 4, 2023  
**TIME:** 7:00pm - 8:30pm  
**LOCATION:** Virtual Meeting

Register in advance for this webinar:  
[https://zoom.us/webinar/register/WN\\_7qesnFvGTf6EvxFOGFylqw](https://zoom.us/webinar/register/WN_7qesnFvGTf6EvxFOGFylqw)

Or an H.323/SIP room system:  
H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)  
Meeting ID: 972 0095 6789  
Passcode: 542116  
SIP: [97200956789@zoomcrc.com](mailto:97200956789@zoomcrc.com)  
Passcode: 542116

After registering, you will receive a confirmation email containing information about joining the webinar.

Invited participants: Chair Bonnie Naugle, Vice Chair Elliott Waters, Board Members Geri Baldwin, Elijah St. Dennis, Katherine O'Connell, Olivia Jenkins, Staff Liaison

**Agenda**

1. Call to Order, Introductions, and Chair remarks (Chair)
2. Approval of the Agenda  
*Action Request: Review and Approve the Agenda*
  - Old Business**- suggested addition
    - Wording on Best Practice Resolution
    - Suggested wording on correspondence to be sent to Advisory Groups seeking spt for LTRB Resolutions
  - New Business** – suggested addition
    - Questionnaire for Relocation Plans

3. Public Comments
4. Approval of Minutes of the December 7, 2022, Meeting  
*Action Request: Review and Approve the Minutes*
5. Reports from Members
  - a. Chair's Report
  - b. Vice Chair's Report
  - c. Reports from Members
6. Staff Report
7. Old Business
8. New Business
  - a. Election of Officers  
*Action Request: Elect a Chair and a Vice Chair*
9. Adjournment

### **VICE CHAIRS REPORT – JAN 2023**

**1. INFORMATION ONLY – 2 Items**

- A. Resident Concern Posted on Next Door-11/18/2022
- B. 11-22 CC Meeting Docket Item #23-0454:  
*Tentative Framework/Timeline for "Zoning for Housing" and "Housing for All*

*Regarding draft minutes: see proposed changes and questions regarding preparation of minues*

#### **Amend Agenda as follows: ADD**

2. **DISCUSSION ONLY** (Old Business: should there be any questions) – 1  
*Proposed Amendment/Modification to Resolution Number 2597 Establishing Civic Engagement Principles and Supporting Processes*

**3. ACTION ITEMS FOR DECISION - 3**

- A. Old Business: 1

**Motion: I move that the proposed the wording of correspondence submitted as an enclosure to the Vice Chair's Report be approved and sent to other City Advisory Groups seeking support for LTRB two (2) resolutions**

- B. New Business: 2

(1). Motion #1: **I move that the attached Proposed questionnaire submitted as an enclosure to the Vice Chair's Jan 2023 Report be approved for use in sending to entities the LTRB is being asked to provide an informed recommendation on a Relocation Plan.**

(2) Motion #2: **I move that effective immediately that there be simultaneous website posting of available LTRB materials with appropriate agenda**

Comments: See rationale and support for motion in Vice Chair's Jan 2023 Report. Moreover, This friendly initiative is in keeping with on-going Alexandria City Government effort to promote transparency more fully in its Advisory Group Open Meetings given the public's right to access and knowledge of meeting materials.

#### **SUPPORT**

From: Elliott Waters325@comcast.net  
 To: Bonnie Naugle , Elijah St.Dennis, Katherine O'connell, Olivia Jenkins, "geribaldwin@gmail.com" Geri Baldwin, Elliott Waters  
 Cc: Melodie Seau, Helen McIlvaine, Kimberly Cadena, Gwen Lassiter  
**Date: 11/02/2022 5:54 PM**  
 Subject: 11/02/2022 LTRB Meeting Talking Points

For BD Mbrs

FYI. Talking Points

#### **TABLE OF CONTENTS/TALKING POINTS (pp.1-19 deleted)**

- Pp. 1-2: Proposed Revision to Tonight's Agenda with basis/source
- Pp. 3-8: City Charter and Current Bylaws
- Pp. 9-11: Two (2) Proposed Legislative Resolutions for City Council Action
- Pp. 12-14: Bd Mbr Proposed Corrections to Draft Minutes
- Pp. 15-18: Bd Mbr's Questions to Developer
- P. 19: Oct & Nov Agenda Comparison
- P.20: Roles & Responsibilities

Duties	City Council	City Clerk	Board Chair	Staff Liaison
<b>Maintain/Update Roster</b>		Maintains/Updates		Maintains/Updates
<b>Identify New Members</b>	Considers apps. received	Reviews apps for min. qualifications	Recruit interested persons	Recruit interested persons
<b>Appoint New Members</b>	Makes appointments	Provides official appointment notice		
<b>New Member Orientation</b>		Provides Oath and Term information	Provide mission specific member orientation.	Member Orientation
<b>Establish/Revise Mission &amp; to Enforce Bylaws</b>			Ensuring work conforms to By-laws and enabling legislation	Ensuring By- laws and enabling legislation are followed
<b>Work Program Planning</b>			Takes lead in developing annual work plan	Provides support for annual work plan development
Duties	City Council	City Clerk	Board Chair	Staff Liaison
<b>Set Meeting Agendas and Distribute Materials</b>			Works w/ Staff Liaison to set agenda and materials	Ensuring members and public have notice of meeting and materials
<b>Organize Subcommittees</b>			Where authorized by By-laws or legislation	
<b>Facilitate Meetings</b>			Responsible for facilitating all meetings.	Assists as needed to ensure effectiveness
<b>Seek Public Input at Meetings</b>			Facilitates if input is part of order of business	Ensures proper notice of meeting and opportunity for public participation.
<b>Manage Meeting Process</b>			Facilitates and has primary responsibility	Assists Chair as needed
<b>Meeting Minutes</b>				Ensures minutes are posted to City's website
<b>Draft Recommendations And Develop Annual Rpt</b>			Prepares and submits to City Council in collaboration with Staff Liaison	Works in collaboration with Chair

### 5. Open Meeting Requirements

By definition, meeting requirements must be met when more than two (or a quorum if less than three) Advisory Group members get together – formally or informally, in person or electronically – and public business (i.e., topics associated with the Advisory Group's work) is discussed or transacted.

Public access to Advisory Group meetings is a statutory right of the public pursuant to FOIA. The following are relevant excerpts from FOIA that apply to Advisory Group meetings:

- Notice of a meeting must be posted at least 3 working days prior to the meeting.

**Laws & Rules for Bds, Commissions, Cmtes: Chair/Staff Training August 17, 2022**

[https://www.alexandriava.gov/sites/default/files/2022-08/Boards%20and%20Commissions%20Training%20PowerPoint\\_0.pdf](https://www.alexandriava.gov/sites/default/files/2022-08/Boards%20and%20Commissions%20Training%20PowerPoint_0.pdf)

- Minutes must be posted the City's website within seven working days of final approval.

**Definition of working day??:** Pending

**Enacting Legislation**

[https://boule-us-production.s3.amazonaws.com/uploads/production/board\\_answer/attachment/245743/Landlord-Tenant\\_Relations\\_Board.pdf?X-Amz-Expires=60&X-Amz-Date=20221031T132709Z&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIATHOFOHMMBRNFRBE2/20221031/us-east-1/s3/aws4\\_request&X-Amz-SignedHeaders=host&X-Amz-Signature=904a6631d2e18db637ff31061f59d41e8d48207fd1411b06e86d7550d70c05a7](https://boule-us-production.s3.amazonaws.com/uploads/production/board_answer/attachment/245743/Landlord-Tenant_Relations_Board.pdf?X-Amz-Expires=60&X-Amz-Date=20221031T132709Z&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIATHOFOHMMBRNFRBE2/20221031/us-east-1/s3/aws4_request&X-Amz-SignedHeaders=host&X-Amz-Signature=904a6631d2e18db637ff31061f59d41e8d48207fd1411b06e86d7550d70c05a7)

**Bylaws**

[https://boule-us-production.s3.amazonaws.com/uploads/production/board\\_answer/attachment/210208/Landlord\\_Tenant\\_Relations\\_Bo.pdf?X-Amz-Expires=60&X-Amz-Date=20221031T132843Z&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIATHOFOHMMBRNFRBE2/20221031/us-east-1/s3/aws4\\_request&X-Amz-SignedHeaders=host&X-Amz-Signature=9b02917cf1d35e0eae260cf47083f68831b33cd11d93c0fcb942ad0665289e6](https://boule-us-production.s3.amazonaws.com/uploads/production/board_answer/attachment/210208/Landlord_Tenant_Relations_Bo.pdf?X-Amz-Expires=60&X-Amz-Date=20221031T132843Z&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIATHOFOHMMBRNFRBE2/20221031/us-east-1/s3/aws4_request&X-Amz-SignedHeaders=host&X-Amz-Signature=9b02917cf1d35e0eae260cf47083f68831b33cd11d93c0fcb942ad0665289e6)

**Proposed Resolution:** Acknowledging and Verifying Harm with Intent to Remedy Harm Visited Upon Alexandria Residents identified as African Americans (1930s – 1960s); **Proposed Amendment to Resolution Number 2597** Establishing Civic Engagement Principles and Supporting Processes

Article V1 Sec II – Written Notice shall be provided of all Board regular meetings to all members at least seven (7) days prior to the meeting date

1. Open Meeting Requirements

By definition, meeting requirements must be met when more than two (or a quorum if less than three) Advisory Group members get together – formally or informally, in person or electronically – and public business (i.e., topics associated with the Advisory Group’s work) is discussed or transacted.

Public access to Advisory Group meetings is a statutory right of the public pursuant to FOIA. The following are relevant excerpts from FOIA that apply to Advisory Group meetings:

- Notice of a meeting must be posted at least 3 working days prior to the meeting.
- All meetings of public bodies, including all Advisory Groups to the City Council, are to be public, including meetings and work sessions during which no votes are cast or any decisions made. FOIA has limited exemptions from this requirement, see the Closed Meetings subsection below.
- At least one copy of all agenda packets and materials provided to members of the Advisory Group for a meeting shall be made available for the public at the same time such documents are furnished to the members of the Advisory Group.
- Minutes shall be taken in writing at all public meetings and must include the meeting date, location and attendees and at least a summary of matters discussed, and any votes taken. Such minutes are required to be publicly available.
- For electronic communication meetings conducted in accordance with Code of Virginia §§ 2.2-3708.2 or 2.2-3708.3, minutes shall include (i) the identity of the members of the public body who participated in the meeting through electronic communication means, (ii) the identity of the members of the public body who were physically assembled at one physical location, and (iii) the identity of the members of the public body who were not present at the location identified in clause but who monitored such meetings through electronic communication means.
- Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open. The Advisory Group conducting the meeting may adopt rules governing the placement and use of recording equipment to prevent interference with the proceedings.
- Voting by secret or written ballot in an open meeting is not allowed and is a violation of FOI