

Fort Ward Park and Museum Area Guidelines for Ground Disturbance, including Process and Procedures to Protect Cultural Resources

Addendum to Annual M.O.U. (January 2015)

The following definitions, process and procedures relate to any ground disturbing activities at Fort Ward Park. They apply to City employees, City contractors, and any volunteers.

I. Notification

Notify the Office of Historic Alexandria (OHA) 10 days in advance of the commencement of any ground disturbing activities to take place in areas on the map shaded Yellow or Red (attached).

Public notice of ground disturbing activities must also be posted within the park and at the Fort Ward Museum 10 days in advance of such work.

In addition to the posted public notice above, the City will provide a minimum of ten (10) days prior notice to the Fort Ward and Seminary African American Descendants Society, Oakland Baptist Church and Seminary Civic Association regarding any scheduled or anticipated ground disturbing activity through all of the following means:

1. A phone call to the designated point of contact.* The designated contact will confirm receipt of the notice and identify any concerns or questions as soon as possible, and prior to the end of the seven day period
2. An email flagged as URGENT to all identified representatives**
3. Delivery of the posted notice to the Oakland Baptist Church (3408 King Street)

*The Fort Ward and Seminary African American Descendants Society, Oakland Baptist Church and Seminary Civic Association will provide the City with a point of contact and telephone number, and notify the City immediately if the point of contact changes. ** The City will solicit, and the same groups (above) will provide, the City with a list of all those requesting email notice.

For any emergency work that may require ground disturbance (e.g., hazardous fallen tree, utility repair), notice will be provided by the same means listed above, but the ten (10) day advance requirement may be waived if health and safety of park users is of concern.

II. Definitions - Levels of Ground Disturbance

The Management Plan documents and maps the levels of ground disturbance permitted in all areas of the park based on archaeological findings and potential (See attached map).

Green Shading: Minimal Ground Disturbing Activities (aeration, stump grinding, tree planting and soft path construction) allowed. Ground disturbance is acceptable.

Green shading delineates areas where archaeological excavations have indicated that there is previous disturbance and/or low potential for significant archaeological resources to be present.

Yellow Shading: No Ground Disturbing Activities without review by the Office of Historic Alexandria (OHA). Ground disturbance shall be minimized. All proposed ground disturbing activities are to be reviewed by OHA prior to start of work. OHA will assess the impact of the proposed ground disturbance on potential archaeological resources based on the location and scope of the project and determine what is required to preserve cultural resources. OHA will require and implement preservation actions, if needed.

Yellow shading delineates areas where concentrations of artifacts (relating to Native American, Civil War and African American periods of use and occupation) were discovered and where African American structures and households were present.

Red Shading: No Ground Disturbing Activities allowed without archaeological review and investigation by OHA. Ground disturbance shall be avoided, if possible. All proposed ground disturbing activities are to be reviewed by OHA prior to start of work. Acceptable types of ground-disturbing activities in red shaded areas include interpretive elements (signs, etc.) and those necessary for protection of environmental or cultural resources, including stormwater management. OHA will assess the impact of the proposed ground disturbance on potential archaeological resources based on the location and scope of the project and determine what is required to preserve cultural resources. OHA will implement preservation actions, if needed. For any ground disturbance greater than six inches (6"), implementation of preservation measures will be required. For ground disturbance less than six inches (6"), OHA must be on site prior to the commencement of activity to conduct a preliminary assessment of any potential impact to resources and to determine if preservation measures need to be implemented.

Red shading delineates areas where cemeteries or graves of the African American community are present or possibly present, and where earthworks relating to the Civil War fortifications exist.

III. Processes and Procedures for the Protection of Cultural Resources - Levels of Ground Disturbance

- Notify OHA a minimum of seven (7) days before work is to begin in Yellow Shaded and Red Shaded areas.
- Courtesy notification preferred for work to take place in Green Shaded areas.

- OHA will review the proposed work site and, when necessary, clearly work with RPCA and T&ES to mark off areas where ground disturbance may occur in accordance with the Management Plan.
- All capital projects (i.e., planned site improvements) shall include funding and related resources for archaeology in the project timeline and budget. Regardless of location, all ground disturbers must be made aware of the **Call If Finds** requirement in Section IV—Responsibilities of Ground Disturbers, no matter how small the ground-disturbing activity.
- There will be no disturbance to identified burial locations; all burials will be protected in place. If evidence of burials is discovered during any ground disturbing activities, OHA will immediately update the map showing levels of ground disturbance to ensure that the area of the burials is shaded red. The newly discovered burials will also be protected in place.

IV **Responsibilities for Ground Disturbers**

- If an archaeologist is not present, call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.), bones, or concentrations of artifacts (including wood fragments) are discovered during ground disturbing activities. Work must cease in the area of the discovery until a City archaeologist comes to the site and determines the appropriate preservation action.
- For any emergency situation requiring immediate attention to ensure the safety of park visitors and staff, OHA must be contacted and alerted to the situation and necessary response.

V. **Responsibilities for OHA**

- Upon notification, review ground-disturbing activities to determine the need for preservation actions and the type of action that is required.
- Implement the required preservation action, which may include:
 - Monitoring ground-disturbing activities.
 - Conducting an archaeological excavation in concert with the ground disturbance.
 - Conducting an archaeological excavation prior to the ground-disturbing activities.