

Jefferson County Landmarks Commission

Minutes from January 20, 2005

Rouss Hall, Charles Town

Commissioners Present –

Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, and John Allen

Also present, Commissioner Rusty Morgan and survey consultant David Taylor

- **Approval of Minutes** – Minutes of December 16, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's report showed only major payment was to Taylor & Taylor. DA delivered survey contract to Bill Drennen. JCHS will send \$3,000 check as part of match for the survey.
Report approved 5-0.
- **Survey** – David Taylor gave an interim report to the LC. He has recorded 130 properties, so far. Mr. Taylor showed the LC photographs of these properties and his field notes. The LC and Mr. Taylor agreed to increase the size of the survey at the last meeting. LC asked to be made aware of properties that were not being recorded due to loss of integrity. Mr. Taylor agreed to note such structures on his map. Mr. Taylor asked if we could revise the payment schedule to the following:
 - \$ 5,000 after 200 forms are completed
 - \$ 6,000 after 350 forms are completed
 - \$ 2,000 after draft survey reportLC would discuss with this proposal with the SHPOs office.
- **Peter Burr Living History Farm** – Walter Washington said that he had met with Tom McGarry to talk about the master plan. Bill Theriault will add some small items to Doug Reed's contract. BT added that this work will need to be approved by the LC. JA received quote from Larry's roofing of \$875 to cedar ridge cap on Burr barn. Rusty Morgan felt that was too much for that job. JA would try to get another quote from Larry's for metal cap with shakes covering. BT expressed need for a revised master plan. Mr. McGarry agreed to copy the materials he has and get them to the LC. JA obtained artifacts from kitchen area from Edie Wallace.
- **2005 Budget Request** – WW led discussion of amounts for the annual request from the County. The total amount agreed upon for the request was \$ 27,500. The individual items include:
 - \$ 5,000 Survey
 - \$ 7,500 Peter Burr LHF: insurance
 - \$ 1,500 Peter Burr LHF: utilities
 - \$ 12,000 Peter Burr LHF: restoration
 - \$ 1,500 Poor Farm: stabilization

- **Poor Farm** – JA secured the building, adding a new front door lock and back door bolt. There are still items that need to be tended to including broken windows, removal of debris & trash, moving cupboard inside, and securing porch area. . JA will try to find a contractor to give bid on these small items. RM added that the new survey of the property is now complete

- **Other Business** – Carmen Creamer contacted Kimberley Herter, legal assistant at the National Trust, for materials on preparing a historic preservation ordinance. Ms. Herter sent materials that were passed out to the LC. RM said that there is a need for some type of master plan for historic properties. There was agreement that there needs to be a way to determine the most valuable resources in order to preserve areas.

Jefferson County Landmarks Commission

Minutes from February 17, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

*Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, and John Allen.
County Commissioner Rusty Morgan was also present.*

- **Approval of Minutes** – Minutes of January 20, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's report included update on payments made to survey consultant. A total of \$13,000 has been paid to Taylor & Taylor, thus far. The State will be paying the remainder of the contract. Report approved 5-0.
- **Shannondale Springs** – Willis Nowell and other members of FOSS, the friends group of Shannondale Springs, made comments and presented questions to the LC. Discussions included the topics of mowing, historic markers, and LC's lease with the DNR. Nowell reminded the LC that the lease with the DNR ends in April 2006. Rusty Morgan said that LC may want to expand the lease to include improving trails. Nowell asked about the possibility of having the DNR do mowing/clearing of paths to site. Carmen Creamer told Nowell not to expect any work of that type from the DNR. Bill Theriout stressed the importance of protecting the archaeological sights. Walter Washington asked the friends group to contact someone to mow the trails twice this year and report the price to the LC.
- **Survey Grant** – John Allen reported that David Taylor has finished work on 202 forms, so far, but we have not yet received them. SHPO approved the LC's \$14,250 request for next year's survey.
- **Peter Burr Living History Farm** – Bill Berry reported for the Friends Group. Heritage Day scheduled for last week in May. The county's 4th graders will visit the house over a 3 day period. Berry stated that there is not currently enough money to do the event as it has been done in past years. JA reported that Larry's Roofing had not called back concerning the barn roof estimate. Tom McGarry said that he would contact them and get a price. CC said that she would get the name of another roofing company in Middleway. Tom McGarry informed the LC that the neighboring driveway will be paved to Burr property line. He asked for clarification of ROW for parking. WW said that he would look at the map to answer that question.
- **Poor Farm** – JA contacted contractor, Brian Riston about completing the close-in of the house. JA will meet with Riston on site next week. WW received a call from Reverend Lowery who wished to set up a meeting.

- **Other Business** – Next week the County Commission will be hearing public comments about subdivision ordinances. On behalf of the LC, CC will ask that demolition permits be required for removal of any building that is eligible for the National Register. Rusty Morgan added that he believes that the LC needs a higher profile. Several ideas for outreach and educational programs were discussed, including history tours of the county, educational programs in schools and for public.

Jefferson County Landmarks Commission

Minutes from March 17, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, and John Allen

- **Approval of Minutes** – Minutes of February 17, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's report included an update on payments to Preservation Assoc. for work at Peter Burr farm totaling \$ 9,071.90. Report approved 5-0.
- **Survey** – JA reported that David Taylor would be returning to complete the field work on Thursday through Saturday. Taylor will bring an invoice for \$6,000 to give to DA. Bill Theriout asked for approval for spending up to \$400 for a software for completing his in-kind work. Carmen Creamer made the motion, which was approved, to allow BT to purchase this software.
- **2005 Grants** – JA attended the state Development Grant Program: Sub-grant Orientation/Training Meeting in Charleston, Wednesday March 16, 2005. Pamela Brooks, the SHPO grant coordinator, walked attendees through the sub-grant management manual. She explained the procedures in bidding, contracting, and completing the grant process.

Some points of interest:

The SHPOs office has developed a handout for property owners explaining in easy to understand terms, how listing on the Nat'l Register would effect their properties.

And, Jen Murdock explained the tax credit system at length. The two types available are:

1. For income producing properties (farms, offices, rental property)
20% tax credit / 10% State credit
2. For non-income producing properties (personal residences)
20% State credit

She also mentioned that there is an obscure law on the books that would allow a tax assessor to lower the assessed values of property in a historic district!

SHPO, Susan Pierce, told attendees that the SHPOs office can review any project that requires a permit or license (such as waste water discharge through DNR or EPA). LCs are asked to notify SHPO of ALL developments (if there is any chance of HUD or other fed money being involved). Pierce's also made a presentation on Heritage, Education and Planning Programs that included information that the SHPO could give grants to fund planning, writing of ordinances, design review for historic districts. They will also fund training and educational programs.

JA was presented with ceremonial checks for 2006 Jefferson County Survey and the Webb Blessing House grant:

County Survey Grant = \$14,250

Webb Blessing House Grant = \$ 3,750

JA suggests we have a photo-op with LC presenting the ceremonial checks to the JC Black History Preservation Society.

- **Peter Burr Living History Farm** – Bill Berry spoke representing FOPB. Berry met with teachers to plan the Heritage Days field trip by school children to the Peter Burr Farm in May. Heritage Days will be the last week in May. LC approved spending \$875 for installing cedar caps on the barn roof. BT reported that archaeology artifacts are being cleaned. The season's first bake day will be April 16th and that there will also be a baking class.
- **Poor Farm** – Walter Washington reported that he and JA and BT met with Rev. Lowery to discuss development of the adjacent recycling center, now church property. Topics discussed were the placement of a soccer field, the change of the access road to the church property and the dog kennels. Rev. Lowry was interested in working with the LC to protect the property's historic fabric. BT brought up the concern that there might be a graveyard to the east of the house, where a soccer field is planned.
JA presented a written estimate for mothballing of the Poor House and Chapel by contractor Brian Riston. WW asked JA to get a revised estimate removing the well enclosure (to be done by the church) and clarifying the fencing material.
- **Other Business** – Preservation Alliance of West Virginia will be meeting in Shepherdstown on Sept. 9-10. Events planned are a tour of Charles Town and Peter Burr.

Jefferson County Landmarks Commission

Minutes from April 21, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Carmen Creamer, Don Amoroso, John Allen and Rusty Morgan

- **Approval of Minutes** – Minutes of March 17, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Special Motion** – Commissioner Amoroso made a special motion to present his wife, Fran Amoroso, with the honorary title of Historic Landmark in light of her recent 50th birthday. Though Mrs. Amoroso is not an historic site or building, the LC voted unanimously to bestow this title on her, though she seemed reluctant to accept it. There was wild enthusiasm for this significant bit of business by all those in attendance. (The secretary does question the sanity of Commissioner Amoroso as he has made his wife's age a matter of public record.)
- **Treasurers Report** – Don Amoroso's report included mention of a March 18 invoice paid to Preservation Associates. Most of the contract amount has been paid though not much of the work has been done. LC agreed that all work must be done before the final balance is paid. The budget of \$27,500 has been officially approved. DA's report was approved 4-0.
- **Survey** – Consultant David Taylor addressed the LC on his progress with the survey. Taylor explained that the physical limits of the survey area have been increased to access the required 350 properties. John Allen and Taylor surveyed the "No Trespass" properties today. Taylor showed the first draft of his report to the commissioners. He also gave the LC the first group of inventory forms and the CD-ROM of his survey report.
Rusty Morgan said that he would approve the purchase of Arcview software by the County Commission.
- **2005 Grants** – JA will be working with George Rutherford on the Webb-Blessing House Grant. Carmen Creamer and JA will be the contacts for the next survey Grant.
- **Peter Burr Farm** – Irv Gruff addressed the LC saying that the Friends of Peter Burr group has been working on Articles of Incorporation and By Laws. Some money will be made on May 12th as the group will feed a group of roughly 50 master gardeners. Bill Berry spoke to the LC regarding Heritage Days at the Peter Burr Farm. The dates scheduled are May 23, 25, and 27. Berry expects 200 school children daily. Berry said that the FOPB has a balance of \$1,523. Bill Theriout announced that the April bread sale made \$400 for the Friends group and that

the next baking will be May 21st. There will be a meeting in 2 weeks on the updated draft of the Master Plan for the farm. This will be reviewed on May 12th at Rouss Hall.

- **Poor Farm** – JA said that contractor Brian Riston's previous bid of \$3,000 will be reduced by eliminating the well protection and wooden fencing. All fencing will now be specified as chain-link. JA is waiting for a written bid from Riston.
- **Preservation Alliance Meeting** – Preservation Alliance of West Virginia will meet in Shepherdstown on September 9-10, 2005.
- **Other Business** – Commissioner Creamer reported that she called the National Trust to discuss getting help with zoning ordinances. CC asked Commissioner Morgan if we should reach out to other County Commissioners and Planning Commissioners to give information about heritage tourism. Morgan said that inviting the commissioners to participate was a good idea. Morgan also mentioned that an RFP will be going out for the Charles Town Jail building. He asked about the possibility for a grant for architect and stabilization of the building. Morgan thought that the LC should take a role in the process.

Walter Washington noted that the Barleywood developers have decided to sell the house with roughly 25 acres.

Jefferson County Historic Landmarks Commission

Minutes from May 19, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

Carmen Creamer, Don Amoroso, and John Allen.

County Commissioner Surkamp was also present.

As Walter Washington was absent, Don Amoroso acted as the presiding officer.

- **Approval of Minutes** – Minutes of April 21, 2005 submitted by John Allen.
Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's reported that there were no changes from last month. DA asked Bill Therioult how he work was progressing at the Peter Burr farm. BT said that Preservation Associates is installing the floor and will be plastering next week. The job is to be complete by mid-June.
- **Blakely** – Carmen Creamer asked if LC can get started on Blakely. Baseline information will be necessary. Com. Surkamp suggested a work session with the County Commission to ask what legal services will be made available. BT added that he had delivered photographs of the house from the time of easement (1988) to the LC. Added that any work done must be to the Dept. of Interior Standards for a National Register Property. DA said he would like to see LC meet with Mike Thompson, find the necessary documentation, and attend the CC work session.

SHPO Notification – CC brought up the fact that the Planning Commission and the LC has not been receiving notifications from the SHPOs office concerning various projects in the county. The LC was cc'd on a notice concerning the archaeological phase I at Highland Farms/Evitts Run. LC also never received notice of SHPO involvement in Faraway Farms project. BT stated that he believed that even if the LC did not receive the information, we have to sign off on these projects if they are to be approved. Com. Surkamp advised that the LC get on the agenda of CC or PC meeting about this situation. JA asked if the LC could receive a notice of subdivision review from the Planning Commission. JA said that without additional members, we would be unable to review all of the information for every subdivision. However, a simple letter notifying the LC of basic information and a map of the property (with coordinates). The LC suggested that this notification from the Planning Commission be blue as to differentiate it from other paperwork. Com. Surkamp said that would be a good idea and it could be mentioned in a work session. The work session should deal with the following topics:

- 1) Coordination between LC and Planning Commission
 "Blue Letter" idea
- 2) Legal Support
- 3) Poor Farm mothball money (if time allows)