

- **Poor Farm** – JA received a written estimate of \$ 2,200 to 2,500 from Brian Riston to mothball the Alms House and Chapel. DA said that those funds would not be available in the near term. CC asked if we could ask the CC for the funds as the work would reduce a major liability for the County. JS said that might be successful. JA will tell Brian Riston to wait to schedule the work until later in the summer.
- **2004-2005 Survey** – JA reports that David Taylor has finished the survey forms and has mailed them to JA for his review. After JA reviews the forms, CC will review them and then they will be mailed to SHPO for final approval. DT has made changes to the history context section. Pam Brooks at SHPO has approved an extension of the survey review process to August 15 for the final product. This extension will not affect the schedule of the next survey contract.
- **2005-2006 Survey** – JA reports that the LC will be sending out the RFQ for next the next survey after the forms of the current survey are reviewed, probably in mid-July. If SHPO likes David Taylor's work, the LC may be able to have a rolling RFQ, where Taylor & Taylor could continue without the formal RFQ process. Field work will start in November as it did last year.
- **Webb-Blessing Grant** – The grant to develop a historic structures report for the Webb-Blessing House in Charles Town is being administered by JA. The Jefferson County Black History Society is the recipient of the grant and owner of the building. George Rutherford is the acting contact for JCBHS. Pam Brooks at SHPO has approved the Expression of Interest and JA mailed those out to prospective consultants this week. June 15 is the deadline for responses.
- **Peter Burr Farm** – BT said that bread will be made this coming Saturday. The second meeting of the revised master plan will take place at Rouss Hall on Thursday, May 26th. LC was invited to attend. Bill Berry told the LC that surveyors were marking the flood plane very near the house. Heritage days will start next Monday. 210 children are expected that first day. BB also added that the Friends of Peter Burr have a \$1,716.41 balance.

Jefferson County Historic Landmarks Commission

Minutes from June 23, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Carmen Creamer, Don Amoroso, and John Allen.

- **Approval of Minutes** – Minutes of May, 2005 submitted by John Allen. Unanimous vote of approval for minutes; 3-0 as Carmen Creamer had not yet joined the meeting.
- **Treasurers Report** – Don Amoroso's reported that he had deposited \$6,600 from the SHPO into LC account. Report approved 3-0
- **Shannondale Springs** – Willis Nowell, president of the Friends of Shannondale Springs, spoke to the LC concerning a renewal on the lease agreement with the DNR. Nowell made changes to the previous agreement that Walter Washington said looked good. Bill Theriout asked if the DNR was required to provide access and would therefore be required to do more mowing and maintenance. WW will pursue lease changes. Mr. Nowell is also working on an educational power point proposal on the Springs.
- **2004-2005 Survey Grant** – Consultant David Taylor sent all of his survey forms to JA and SHPO. SHPO gave an extension until Aug 15 for the final product. JA has reviewed the forms and will give them tonight to CC for her review. SHPO also had a number of comments. The survey area (roughly 33% of the county) yielded:
 - 347 historic structures
 - 18 National Register Properties
 - 150 Nat'l Register eligible properties
 - 90 individually
 - 40 as Summit Point District
 - 10 as Rippon District
 - 10 as Kabletown District

In addition to these 3 districts, SHPO asked for DTs opinion on the following NR Districts:

- Bullskin Run Historic District
- Long marsh Run Rural Historic District

DT will be back on Monday to survey about 6 properties that were missed. This will put his total over the 350 mark thus satisfying the contract.

- **Webb-Blessing House Grant** - JA sent out EOI to 7 consultants. LC received 3 EOIs for the project. The consultants interested are Paula Reed & Assoc., Mike Gioulis, John Milner & Assoc. JA will discuss these responses with Pam Brooks at SHPO.
- **Peter Burr Farm** – FOPB volunteer Wanda Pyles raised a question about recent survey work near the Burr House. The LC did not know the purpose of this work. BT said that the recent bread baking raised over \$600.
- **Poor Farm** – JA will contact contractor Brian Riston to let him know that LC would like to start the project of mothballing the building in late summer.
- **SHPO Notification of Section 106 Review** – SHPO notified the LC that there are 3 Jefferson County projects currently under section 106 review. These projects are Faraway Farms, Highland Farms, and Standard Quarry. There was no additional information given for these projects.

Jefferson County Historic Landmarks Commission

Minutes from July 21, 2005

Rouss Hall, Charles Town

Commissioners Present –

Walter Washington, Don Amoroso, and John Allen

- **Approval of Minutes** – Minutes of June 23, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso's report stated that there was an anticipated balance for the fiscal year of \$ 36,538.00. The HLC budget is currently \$ 32,288.48, not including unexpected costs that arise over the year. Report approved 3-0.
- **Shannondale Springs** – Walter Washington will contact local DNR manager Larry Heinz concerning the new lease.
- **2004-2005 Survey** – John Allen reported that he and Carmen Creamer reviewed all 350 survey forms and provided comments to David Taylor, the consultant. All material has now been reviewed by HLC and SHPO. The final report is due by August 15th. The survey has identified a number of new districts and structures that could be added to the roll of County Landmarks. JA noted that we have added only 1 new historic landmark to the rolls since requiring design review on newly listed properties. The question was raised as to the ability of the HLC to change its by-laws to eliminate the design review requirement in order to entice more property owners to list their properties. WW agreed to put this on next month's agenda.
- **2005 Grants** – JA reported that consultant John Milner & Associates have been chosen to do the documentary and advisory work on the Webb-Blessing House, provided their pricing is in line with the budget.
- **Peter Burr Living History Farm-** Irvan Groff reported that the FOPB group had 2 good days of tours to local school children. There were over 350 students in attendance, much higher than what was expected. The expenses involved for this event were \$342.79, which the JCHS will reimburse. FOPB will also meet with Kathy Maiden to discuss insurance concerns and costs. FOPB will hold a steering committee meeting to update articles of incorporation & by-laws on Thursday July 28th. Bill Berry gave the financial report for FOPB. This month expenses ran \$631.41. The group has \$2,068 in the bank. Bill Theriout noted that the next bread sales will be Aug 19-20 at the farm. BT asked the LC to review and comment on the master plan. The restoration update included news that work on the "infill room" has been completed.

- **Poor Farm** – JA reported that Brian Riston will begin work late next month on the “mothballing” of the house.
- **Other Business** – HLC needs to ask for a work session with the County Commission to improve communication between these bodies. JA will call SHPO to discuss our role in the Section 106 Review process.

Jefferson County Historic Landmarks Commission

Minutes from August 18, 2005

County Meeting Room, Charles Town Library

Commissioners Present –

Walter Washington, Carmen Creamer, Don Amoroso, and John Allen. Also in attendance, Rusty Morgan

- **Approval of Minutes** – Minutes of July 21, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso reported that HLC had received \$27,500 from the County Commission. Report approved 4-0.
- **Visitors** – Bill Theriout introduced Al Cobb and his daughter, Jillian Cobb, to the HLC. Ms. Cobb has proposed constructing a shed-cover for the baking oven at the Peter Burr house as a Girl Scout project. Ms. Cobb will be aided in this project by her father and his company Panelwrights. They will build a 12' x 16' timber framed shed that will cover the existing bread oven. The project will take about 2 days to complete and is expected to cost \$3,000, which Ms. Cobb will raise. The HLC thanked the Cobbs for volunteering to do this project. HLC decided to give both Ms. Cobb and Mr. Cobb a certificate of appreciation for their efforts.
- **Shannondale Springs** – Walter Washington said that he had talked with the DNR who promised to mow the access next spring. WW was also given the name of a contact to discuss changes to the lease agreement. Willis Nowell, from FOSS, distributed photographs of the sight showing vegetation and trash that has been collecting.
- **2004-2005 Survey** – JA reported that consultant David Taylor would be mailing the final version of the survey next week. HLC asked if DT would be available for a public meeting in November.
- **2005-2006 Survey** – JA reported that the new RFQ has been approved by SHPO. Carmen Creamer will mail out and publicize the RFQ as last year.
- **Webb-Blessing grant** – JA received pricing information from John Milner & Assoc. today. The cost would be \$ 20,810, which is much more than the grant amount. JA will ask for pricing from other consultants.
- **Peter Burr Farm** – Irv Groff reported that the by-laws for the FOPB have been completed and there will be a steering committee meeting this month. Groff also noted that there had been two groups visit the farm last month – the Shenandoah Garden Club (about 25 ladies) and group from the Country Day School (about 10 students). FOPB have rented a booth in the new farmers market in Charles Town to sell products. Groff added that the group has \$2,369.41 in the bank. Bill Theriout

noted that there will be bread baking on Saturday, August 20th. The HLC approved the Burr Farm master plan 4-0, with the addition of comments. WW and BT met with Jane Peters to discuss the master plan. Two possible problems arose – flood plane issues and any access not through subdivision roads. BT notes that Doug Reed will give estimate in restoring the windows and doors of the house and springhouse. BT will seek estimates for barn doors to be added to the barn.

- **Poor Farm** – Rusty Morgan confirmed that the survey of the property is not complete. JA noted that the contractor, Brian Riston is scheduled to do the “mothball” work in late August.
- **Section 106 Review** – JA said that he called Ryan Burns at SHPO to confirm the HLC role in Section 106 Review. Burns told JA that HLC comments were encouraged, but not necessary for the SHPOs ruling on projects. HLC members asked JA if Burns knew that HLC is a CLG. JA did not know. Discussion followed where HLC members were confused by the lack of notification by SHPO. Members agreed that HLC was notified of highway project reviews, but not other projects. JA agreed to call Susan Pierce to clarify this situation. RM asked if HLC has been receiving information from the Planning Commission. WW said that we have not received anything. Then, JA asked RM if a work session could be scheduled with the County Commission and Planning Commission to improve communication between HLC and those
- bodies. RM said that we could schedule a work session and that having a designated liaison on the Planning Commission would be helpful. RM had some other suggestions including reviving the list of County Landmarks. Discussion followed concerning the design review that HLC by-laws place on new designates. JA noted that there have been no new properties added to the list since design review was implemented. It was his opinion that design review should be removed so that new properties could be added to the list. WW said that the by-laws would probably have to be changed in order to do this. RM agreed that design review should be eliminated. RM added that the HLC should be giving input in the Charles Town Jail projects. He asked that the HLC get involved.

Jefferson County Historic Landmarks Commission

Minutes from October 20, 2005

Avanti's Restaurant, Charles Town

Commissioners Present –

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

- **Approval of Minutes** – Minutes of September 15, 2005 submitted by Walter Washington. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso reported that the Alms House account has been closed. The commission approved the report.
- **Peter Burr Living History Farm** – Doug Reed is looking for a termite contract for the house for free. Reed gave an estimate for \$15,576 for roofing just the old section of the house with standing seam metal. Saturday there will be a ceremony to recognize the volunteer work of Panelwrights on the cover for the bake oven. This Saturday will also be the last bread bake of the year. Christin Marino, who volunteered to clean and identify the artifacts from the Peter Burr House, gave a presentation on these artifacts. Interesting pieces were passed around the group. The HLC thanked Marino for her service. Bill Berry, treasurer of the friend's group, gave his report stating that the group has \$2,142.59 in the bank, including over \$600 from the last bake sale. FOPB has also submitted an application for 501c3 status.
- **Shannondale Springs** – Willis Nowell gave a report on the SS friends group. He gave the HLC a report on birds found at the site. Also reported that the DNR has done some maintenance.
- **Survey** – John Allen reported that David Taylor's final report is due next week. Taylor has agreed to give a presentation on his findings to the HLC and County Commission. WW will send copy of the report to SHPO.
- **Webb-Blessing Grant** – JA reported that finding a contractor for the grant has been difficult due to SHP requirements of bidding. JA will negotiate the contract after SHPO agrees to the contractor.
- **2005-2006 Survey** – HLC has sent the contract to SHPO for final approval. JA also sent a letter justifying our selection.
- **Poor Farm** – Brian Riston finished the work of mothballing the house and school. HLC spent \$3000 to secure the building, build security fence around the back of the house, and clear away brush from the foundations of the two buildings.

Jefferson County Historic Landmarks Commission

Minutes from November 17, 2005

County Meeting Room, Charles Town

Commissioners Present –

*Walter Washington, Carmen Creamer, Kip Stowell, Don Amoroso, and John Allen
County Commissioners present Rusty Morgan and Jim Surkamp*

- **Approval of Minutes** – Minutes of October 20, 2005 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Don Amoroso reported that he is working to resolve the insurance situation. The County believes it will be cheaper to pay a higher rate than comply with Brim requirements. Rusty Morgan said that he would check to see if a private contractor could provide service for HLC to lower the rate. The Commission approved the report.
- **Survey** – David Taylor gave a presentation on the 2004-2005 survey to the County Commission earlier in the day. All Commissioners and Walter Washington were present. Taylor spoke to the HLC, saying that he was pleased to get the new contract and gave a brief review of the last survey. Rusty Morgan asked if this information could be used as an overlay. Taylor and the HLC said that it could.
- **2005-2006 Survey** – David Taylor reported that the new contract has been sent to SHPO for approval. He expects to begin field work in January.
- **National Register Nominees** – Three NR nominations were sent to the HLC for comment. One of these, Elmwood-on-the-Opequon, is fully within Jefferson County. The other two, Scrabble and Miller Tavern, are mostly in Berkeley County with limited land in Jefferson. The HLC voted to let John Allen and Carmen Creamer respond to SHPO on behalf of the HLC.
- **Peter Burr Living History Farm** – Irv Groff gave the Friends of Peter Burr report to the HLC. Groff reported that FOPB is now incorporated. Groff went on to say that the Harvest Fair had been a success. County school children had come for an educational visit to the house. Also, Paulette Sprinkle of the WV State Department of Tourism notified FOPB that the house is eligible for a Byways Grant. This grant could be as much as \$300,000 and is an 80/20 match. Bill Berry gave the treasurers report for FOPB stating that the group currently has \$ 2,904.07 in the bank. Bill Theriout told the commission that \$1,100 had been made at the last bread sale. Some of that will be spent making canvass sides for the oven pavilion.

- **Poor Farm** – Rusty Morgan called a meeting of all property owners for the following day at the Poor Farm. Walter Washington will represent the HLC at that meeting.
- **Other Business** – Commissioner Surkamp told the HLC that the CC had voted to send a letter to DEP requesting that the CC and HLC be considered significant bodies requiring notification of all section 106 projects.
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