

The Jefferson County Landmarks Commission met at 10:00 a.m., Monday, April 29th in the Jefferson County Planning Commission's Office. Those present were Miss Emily Stanley, Mrs. Leeds K. Riely, Dr. John Washington, Capt. John Schley and Mr. Archie W. Franzen.

Dr. Washington brought in the architectural survey of Shepherdstown and a discussion followed regarding the purchase of a file cabinet. A legal size, four drawer cabinet was agreed upon as best suited for filing Commission files.

Capt. Schley suggested the employment of an organizational and operational plan to get the work of the Commission started. It would cover two years with the first year's operations coming under Phase I followed by Phase II the following year.

Under phase I, Capt. Schley and Miss Stanley would draft a set of by-laws by July 15th and have a final draft for review by August 15th.

Other tasks assigned together with dates are as follows:

Tax forms, Capt. Schley, Draft July 15th
Final August 19th

Register book, Mrs. Riely, Samples May 20th
Purchase by June 17th

Sample letter to owners and release, Capt. Schley, progress report
May 20th
final June 17th

4 drawer cabinet with lock, Dr. Washington, progress report May 20th
purchase by June 17th

Retaining of secretary, Miss Stanley and Capt. Schley, progress report
June 17th
hired by July 15th

Map of county for locating landmarks, Mr. Franzen, progress September 16th
completion October 21st

Mrs. Parks suggested Mrs. Neil Clover as a possible candidate for the secretarial position.

A general discussion of easements and restrictions for designated properties took place and it was felt this was an area in which we would need Mr. Byrer's help.

All bills should be submitted to the court prior to June 27th.

The next scheduled meeting of the Commission will be held on May 20th at 10:00 a.m. in the County Planning Commission's office