

## Jefferson County Historic Landmarks Commission

### Minutes

The meeting was held on Thursday, February 16, at 7 p.m., in the office of the Jefferson County Commission. Commission members Coyle, Crolius, Theriault, and Washington were present.

Minutes of the previous meeting were read, amended, and approved.

Materials from the National Historic Trust, the West Virginia Department of Culture and History, and the Frederick, Maryland, Historic District were distributed to commission members. Members were requested to review this literature so that the commission can begin drafting procedures for designation of historic sites and certificates of appropriateness at the next meeting. A special meeting was scheduled for 7 p.m. March 2 for this purpose.

Members Washington, Crolius, and Theriault were authorized to make disbursements from the Landmark Commission's account at Jefferson Security Bank.

Members requested the County Commission to amend its December 8, 1988, Order so that the positions of Secretary and Treasurer could be held by different members of the Landmarks Commission.

Approved minutes of the Landmarks Commission's meeting will be sent to the County Commission.

Letters were sent to correspondents mentioned in the January 19th minutes. The letters stated that correspondents' individual requests would be addressed as soon as the Landmarks Commission had developed procedures for handling them.

Members were notified that the Planning Commission will provide the Landmarks Commission with one copy of the Zoning Ordinance when copies become available. They agreed that they needed to be alerted when community impact statements were filed and that they must be able to identify specific subdivisions in relation to the county's historic sites. Theriault urged that the existing map of historic sites be copied and updated as soon as possible.

An earlier version of the Landmark Commission's Bylaws was reviewed and revised. The revised Bylaws will be reviewed at the March 2 meeting.

The Commission decided not to join the Shenandoah Valley Alliance, but they agreed to send the group a letter indicating general support for its goals.

Theriault noted that he had been contacted by Mrs. Patterson and Ann Bretsch. Each had requested assistance with the research needed for National Register applications. Mrs. Bretsch also noted that the Commission owed her a plaque. The Commission recommended that Patterson and Bretsch contact Dr. Charles Hulse for research assistance. The request for a plaque was deferred until John Schley could be contacted.

Several general topics of concern were discussed, including:

Potential conflicts between designated historic districts and the zoning ordinance

The need for the Landmarks Commission to become a Certified Local Government

Establishing fees to cover the expenses incurred when individuals requested that their property be designated an historic site, etc.

Certificates of Appropriateness could be issued only to historic sites designated as such after January 1, 1989.

The historic preservation conference to be held in Jefferson County in May 1989

The meeting ended at 9:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "William D. Theriault".

William D. Theriault  
Secretary