JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION

MINUTES OF MEETING

FEBRUARY 15, 1990

The regular meeting of the Commission was convened at 7:15 p.m.
Members present: Washington, Coyle, Crolius.

Minutes of the January meeting were approved.

Nathalie Hahn was introduced by Crolius. Hahn has agreed to
supervise the Commission's volunteer efforts. Hahn's mailing
address is P.O. Box 310, Shepherdstown, WV 25443. The Commission
expressed its gratitude for her work for the Commission.

Crolius discussed the Section 106 process, which is a requirement
under Federal law. She suggested that we make the Jefferson
County Planning Commission aware of its applicability to county
matters.

A letter and application form from Mary Frances Hockman
requesting Jefferson County Historic Landmark designation for
York Hill was accepted and reviewed. It was noted that there was
no photograph accompanying the application. It was agreed that
the applicant should be required to furnish such a photograph.
The Commission agreed to process the application.

Crolius reported that Rockland has been placed on the National
Register of Historic Places.

Crolius introduced Paula and Douglass Reed of Preservation
Associates, Inc of Hagerstown. Plans for the May preservation
seminar were discussed. Preservation Associates will provide
the brochure. The Commission (Washington) will send them a short
write-up about the Commission to be included in the brochure.

Various methods of distributing the brochure were discussed. The
Reeds suggested three methods:

1. Drop off of brochures at places where they
will be picked up by the public, i.e., realtors
offices, stores in Shepherdstown, etc..

2. Direct mailing. The Commission will provide
mailing lists of the owners of County Landmarks
and other appropriate lists.

3. Press. A press release should be sent out by the
Commission 6 - 8 weeks before the seminar (April 1),
and a follow-up release should be sent out 2 - 3 weeks
before the event (April 23).
Other methods of publicity suggested were radio talk shows on local stations. It was suggested that having either Douglass or Paula Reed appear jointly with a member of the Commission would be appropriate. The Reeds also recommended that members of the Commission appear as speakers before local civic organizations and make area realtors aware of the seminar.

The Seminar will consist of two sections. The first section will cover documentary research (chain of title, etc.). The second will cover "sleuthing" of old buildings, i.e. how to date buildings by styles, by additions, etc.. The seminar will also include a walking tour of downtown Charles Town. In case of rain, a slide show will be provided.

The brochures will be printed by March 15 for distribution. Registration fees will be $22.00 (advance) and $25.00 at the door.

Washington will establish a new post office box for the Commission and will advise the Reeds of it to be included on the brochure. The Commissin must also decide how checks should be made out.

Crolius suggested that the seminar be called "The Care and Feeding of Old Buildings". That title was accepted.

Washington and Crolius reported on their meeting with representatives of the County Development Authority on Feb.1. The Authority is interested in working with the Commission to restore the Peter Burr house near Bardane. It was agreed that the immediate need is to stabilize the structure. Jane Peters is checking on possible grant opportunities through region 9.