

JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION

MIINUTES OF MEETING

FEBRUARY 15, 1990

The regular meeting of the Comission 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 brouchres 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).

P.O. Box 1049

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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 Commission 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.