

**JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION  
MEETING  
FEBRUARY 19, 2004 @ 7 PM  
COUNTY MEETING ROOM**

[Walter Washington, Mike Mattingly, Bill Theriault, Don Amoroso, Kip Stowell; Rusty Morgan]  
(2 attendees)

There were no minutes from the January meeting.  
Treasurer's Report: Approved 5 - 0; no change from January.

Budget: submitted to County Commission; Walter Washington will appear to present. There was an additional \$4500 added at the last minute for legal and technical work and miscellaneous efforts at the Alms House. We also sent letters to our legislative delegation requesting \$35,000 for the bridge at the Peter Burr Farm.

The grant request for funds for the County Historic site survey was approved by the State; we need to submit our CLG annual Report, though. Approval also requires attendance at a March meeting in Charleston at the SHPO. We will also need to prepare an RFP for a consultant, to be approved by the SHPO, and then advertise for bids.

The Poor Farm (Alms House) survey is complete, and the house has been located on the plats. It remains on County Commission/ SWA and the Thomas' lots. The status of the SWA and County Commission sections is not clear. The National Registry of Historic Places specifies 200 feet of curtilage surrounding the building as a buffer. To the west, this would include the old "schoolhouse".

--Walter Washington will pursue the curtilage issue re the survey, and contact SWA.

The Peter Burr Farm Friends Committee steering Committee met to submit their budget: Maintenance projects = \$5500.

- Potential Revenue - Membership dues; sale of a 2005 Calendar; Spring Fair; Farm tour, rentals, and a possible Trust Fund.
- The first Clean-up Day is scheduled for early April.

Website: Bill is still maintaining, but needs help. We need a Volunteer, and new addresses for email from site. Walter will check with the American Public University in Charles Town.

New Members: Walter and Rusty both have candidates for the Commission vacancies.

Next month we will discuss the Barn Tour.

The meeting adjourned at 8:40 PM.

Submitted by Michael F. Mattingly, Commissioner

## Jefferson County Landmarks Commission

Minutes from March 18, 2004

County Meeting Room, Charles Town Library

### Commissioners Present –

*Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, John Allen, and Rusty Morgan representing the County Commission*

- **Approval of Minutes** – Minutes of February 19, 2004 submitted by Mike Mattingly. Unanimous vote of approval for minutes of that meeting. John Allen is appointed new secretary by Walter Washington.
- President Walter Washington thanks Bill Theriault and Michael Mattingly for their dedicated service to the Landmarks Commission
- **Treasurers Report** – Don Amoroso mentions that insurance policy deductibles have gone up to \$2,500. Premiums remain the same. Report approved 5-0.
- **Budget Updates** – Upcoming allocations pending. Commission will know our budget for 2004 in coming weeks
- **Survey Grant** – Walter Washington will have grant application signed at Tuesday meeting. CLG is a precondition for receiving funding. The firm Taylor & Taylor want to be considered for RFP. Jefferson County Historical Society has promised \$3,000 to project. George Marshall, JCHS treasurer, should be contacted to give funds. Walter Washington proposes informal work on RFPs until next meeting.
- **Poor Farm Grant Application** – Walter Washington explains the problem of the property boundary running through the Poor Farm house. John Thomas has half of the house and the Solid Waste Authority has half. W.W. talked with Thomas about possibility of land swap to resolve this condition. Letters of permission will be needed for stabilization work to be done on the house. Rusty Morgan requests increased communication between Landmarks Commission and County Commission concerning this property.
- **CLG Report** - Mike Mattingly drafted the CLG report for the last year to be submitted to the State Historic Preservation Office
- **Peter Burr Living History Farm** – Planning meeting scheduled. Security problems discussed. No trespassing signs need to be put in place. Com. Creamer suggests notifying the Sheriff's Department for surveillance. Discussion of Friends Group taking over the upkeep of the property.
- **Barn Tour** – Bill Theriault asks commissioners if the tour should be continued. B.T. raises questions of the success of fundraising. Without direct advertising money this

year, a good turn out is unlikely. Organization is a major effort. Commission decides to postpone Barn Tour for this year

- **Other Business** – Bill Theriault suggests that LC be involved in the subdivision review process. B.T. suggests that artifacts from Peter Burr work need to be cataloged ASAP.



## Jefferson County Landmarks Commission

Minutes from April 15, 2004

County Meeting Room, Charles Town Library

### Commissioners Present –

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

- **Approval of Minutes** – Minutes of March 18, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Treasurer Amoroso asked if the Friends Group could find volunteers to mow this summer. Tom McGarry pointed out that access to Peter Burr house would soon be blocked because the access road was built in the wrong place. Jane Peters at the Development Authority needs to be notified of the problem. Another load of stone is allocated to the “moat” at Burr House. Electric is now in the utility room. Bill Theriault asks for approval to spend \$800 for stove & refrigerator in the utility room. Report approved 5-0.
- **Budget Updates** – County Commission has notified us of our final budget. The amount is \$22,400.
- **Survey Grant** – Walter Washington went to Charleston to meet with SHPO. Answers are needed for the grant package. Commission members discussed issues of acreage, number of resources, and per site payment to the contractor. The number agreed upon for number of resources in the contract is 550 to 650. The per site payment will be about \$ 35. Commissioners discuss advertising the project in Journal, Spirit, and will look at Washington Post prices.
- **Poor Farm** – Jefferson Asphalt thinking of moving to recycling center. Bill Hoke is the contact. The estimate for temporary stabilization of the porch is \$2,765. It is agreed to spend this money. Walter Washington will notify the other owners that this work will be done.
- **Peter Burr Living History Farm** – Friends Group met on March 8. Among activities scheduled were two clean-up days, prep for heritage farm days, fair on May 15, and classes (bread making, paint graining, & paper cutting). Bill Theriault requests Friends and LC meet to discuss expectations of finances. It is decided that the next meeting will focus on this topic.
- **Other Business** – Nat'l Register Nomination of the Halltown African American Schoolhouse needs our comment before June 11. John Allen will contact SHPO to obtain copies of the State's NR booklet to give to residents interested in listing their property.

## **Jefferson County Landmarks Commission**

Minutes from May 20, 2004

County Meeting Room, Charles Town Library

### **Commissioners Present –**

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

- **Approval of Minutes** – Minutes of April 15, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – Matching grant from the State. Utilities \$1,416 – higher than expected. Report approved 5-0.
- **Budget Updates** – No word from the legislature.
- **Survey Grant** – Erin Riebe from SHPO will visit June 9. John Allen and Carmen Creamer will tour the survey area with her.
- **Poor Farm** – Some repairs have been made to the house. Porch roof now supported.
- **Peter Burr Living History Farm** – Friends group met May 3rd. Postponed the Mayfair. Doug Perks stepped down as president and the position is now vacant. May 10-14 Burr Farm Days were very successful due to work of volunteers. Total of 520 school children from county schools visited the site. Bread Bash event, organized by Bill Theriault, raised \$700. Another Bread Bash has been scheduled for June 19<sup>th</sup>. Jane Peters at the Development Authority has agreed to give more stone. Walter Washington expressed his interest for the friends group to become independent of the LC. Bill Theriault noted concern that the Master Plan has not been updated. BT said that there is a need for an administrator to provide oversight and coordination. Theriault mentions that this could be the right time to apply for a Benedum grant to fund such a position.
- **CLG review** – Halltown African American School National Register Nomination reviewed. The LC voted unanimously to support the nomination. General consensus that there is probably more information out there that could add depth to this nomination.
- **Other Business** – Carmen Creamer says that Willis Newell is willing to give tours of the Shennandale Springs site. There will be a public hearing on the courthouse plans soon.



# Jefferson County Landmarks Commission

Minutes from June 17, 2004

Avanti's Restaurant, Charles Town

## Commissioners Present –

*Walter Washington, Kip Stowell, Carmen Creamer, Don Amoroso, John Allen and Rusty Morgan. Due to a conflicting Commission meeting in the library, the Landmarks Commission moved their meeting to Avanti's.*

- **Approval of Minutes** – Minutes of May 20, 2004 submitted by John Allen. Unanimous vote of approval for minutes.
- **Treasurers Report** – We received a \$25,000 reimbursement from the State Department of Tourism for the purchase of merger parcel at Peter Burr farm. Insurance premiums raised \$100 per quarter. Jane Peters has agreed to reimburse the LC for three loads of stone at the Peter Burr farm. Report approved 5-0.
- **Shannondale Springs** – Willis Nowell and Tony Barther spoke to the LC concerning the availability of Shannondale Springs. Mr. Willis requested our approval to act on our behalf to clear brush, inventory GPS coordinates. Mr. Barther along with Mr. Nowell would like to start a friends group for the site. Bill Theriault asked the LC to consider the possible negative effects of opening the site, such as relic hunting and vandalism. The LC gave Mr. Nowell permission to clear a path along the river to the Bath House and a path from the Bath House to the top of the hill. Carmen Creamer agreed to visit the site with Mr. Nowell to approve the locations of these paths. LC will need to be informed prior to any Friends group projects.
- **Survey Grant** – Erin Riebe and Carolyn Kender from SHPO met with Carmen Creamer and John Allen on June 9 to look over the proposed survey area. The proposed survey area will include the Kabletown district, south of Rt. 9, west of the river, east of Rt. 340 and south to the Virginia line. The commissioner spent several hours driving the Mrs. Riebe and Mrs. Kender around, pointing out historic structures. Mrs. Riebe clarified several questions the LC had concerning the RFQ and added that the survey will need to be available in electronic form and be GIS compatible. It was also decided that Nat'l Register Properties would be included in this survey. Mr. Allen will finalize the RFQ with the SHPO's office and have ready by the next LC meeting.
- **Poor Farm** – The site has been stabilized. Allotted funding from the budget was spent to make repairs. Commissioner Morgan requests that LC send a letter to the County Commission stating that the allotted funding was spent to make these repairs.
- **Peter Burr Living History Farm** – Leigh Koonce has agreed to take over as President of the friends group. Shelving has been installed in the barn and repairs

have been made to the house. The baking oven will be improved soon. Leigh Koonce asked the LC for comments on updating the master plan. Mr. Koonce will create a list serve to keep LC and volunteers abreast of events and schedules. Various ideas for publicity and fundraising were discussed including a speaker/dinner and an exhibit of school childrens' art inspired by their visits to the Peter Burr Farm.

- **National Register Nomination** – The Halltown African American School National Register Nomination was approved. Commissioner Stowell attended the nomination meeting in Huntington.
- **Other Business** – Walter Washington appeared at the Court House meeting representing the LC to speak in favor of preservation. Mr. Washington has recused himself from any deliberation concerning the Barleywood development because he has adjacent land. Mr. Allen will call Greg Herpst to obtain a copy of Barleywood's CIS. Mr. Koonce noted that a development has been proposed near the Allstadt house on Allstadt's Hill. The LC was asked for comment by Mr. Koonce.