

reported the Harvest Faire will take place on October 21. He said he would meet with Don Amoroso before the next Commission meeting on IRS Form 1023.

Bill Berry gave the Treasurer's Report for Friends of Peter Burr. He reported miscellaneous expenses of \$340.30, post office box rental of \$31.00 and deposits of \$1,118.00. The current balance of the account is \$2,000.14. The address for the Friends of Peter Burr is P.O. Box 1024, Charles Town, WV 25414.

**Survey** – John Allen reported that David Taylor had been in the county for three days the previous week conducting the architectural survey and had completed 325 of the 350 forms. He said Taylor was supposed to send the draft report to SHPO last week, but that SHPO is one week behind. Erin Reibe will make a copy of the draft and send it to us to review and return to her with corrections.

**Website** – The proposal by Intelement for a website was discussed. Kip Stowell moved that the proposal be approved. However, after a discussion of outstanding budget issues, the motion was tabled for consideration at a future meeting.

**Possible Landmarks** – John Allen distributed a list showing possible properties for designation as Jefferson County Landmarks which was discussed. It was agreed that properties within identified historic areas should be given priority.

**Section 106** – John Allen reported that the developer of the cell tower is looking at placing the antennae on the Tuscowilla Hills water tower. Walter Washington reported receipt of a mailing for a project called West Tenth Townhomes in the corporation of Ranson. He will reply that the Commission has no jurisdiction.

**National Register** – John Allen reported that York Hill had been listed on the National Register and that applications for Barleywood and Cool Spring are in process. The possibility of establishing historic districts for the Long Marsh District and the Ridge Road District was also discussed.

## **Minutes of Jefferson County Historic Landmarks Commission Meeting**

**September 17, 2006**

**Commission members present:** Walter Washington, John Allen, Don Amoroso, Kip Stowell, Carmen Creamer, County Commissioner Rusty Morgan. Guests: Irvan Groff and Bill Berry.

**Minutes:** The minutes of the August 19, 2006 minutes were approved unanimously.

**Treasurer's Report:** Payment of \$8,000 to David Taylor & Associates was approved. Don Amoroso will copy the check before it is sent out. John Allen will send the check to SHPO. The deadline for SHPO reimbursement is September 30. John Allen reported that Taylor & Associates had sent 150 forms with photographs. Don Amoroso asked about the status of the IRS Form 1023 for Friends of Peter Burr. There was a discussion of the status of FOPB fundraising efforts and questions were raised about the status of the pending grant application through the George Washington Heritage Trail. Don Amoroso said he would contact Bob O'Connor about the grant. He recommended that FOPB not proceed with filing the 1023 and said he wanted the Landmarks Commission to consider an up or down vote on the issue depending on the grant status.

**Survey:** John Allen reported on the status of the current architectural survey and his discussions with SHPO.

**Peter Burr Farm:** Irvan Groff reported that the construction of a new parking lot on the adjoining lot was making access to the farm difficult. He had to ask the construction crew to open up access to the lot. He reported that over the weekend, the Boy Scouts had completed work on the handicap access ramp. By changing the design of the access ramp and reducing the size to under 250 square feet, no permit from the Department of Planning, Zoning and Engineering was required. He reported the Boy Scouts had contributed \$500 to FOPB.

Bill Berry reported a balance in the FOPB checking account of \$2,377.95, which included the \$500 donated by the Boy Scouts. A contribution of \$100 had also been received. There was no bread sale in September. There will be one more in October.

**Ordinances:** John Allen reported on meetings with Kendig Keast, the consulting firm hired by the County Commission to revise the county subdivision and zoning ordinances. He said it did not appear that the Landmarks Commission's recommendation of designating historic districts would be included in the new zoning plan, although historic villages might be made part of the plan.

**Landmarks:** John Allen reported on his conversation with Chris Knor of SHPO regarding criteria for the designation of county historic landmarks. Allen suggested the Commission adopt criteria based on a modification of the standards for National Register nominations.

**Other business:** John Allen provided a copy of a letter he had sent to Paul Raco, Director of the Department of Planning, Zoning and Engineering, in support of the request by the owners of Hawthorne, near Summit Point, for a variance request for their bread and breakfast.

# Jefferson County Historic Landmarks Commission

## Minutes of Meeting

October 19, 2006

Members present: John Allen, Walter Washington, Don Amoroso, Kip Stowell, Carmen Creamer; County Commissioner Rusty Morgan

Guests: Irvan Groff, Maggie Keeler, Bill Berry, Fran Amoroso

- ✓ 1. Minutes: Minutes of previous meeting were approved.
2. Treasurer's Report: The Treasurer's Report was accepted. Following a discussion of the progress made by David Taylor on the architectural survey, John Allen was authorized to offer reimbursement of up to \$2400 for the final survey forms due under the contract. This will leave \$3600 budgeted for the survey that could be used for other purposes, such as the roof on the Peter Burr house.
3. Survey: John Allen reported that we have yet to receive the final 200 forms from the survey, but that he expects more in a week.
4. Peter Burr Farm: Irvan Groff reported that bread and apple butter had been sold at the farm the previous Saturday. He said the embankment for the new parking lot being constructed on the adjoining lot will only be half the height originally discussed so that the driveway to our parking area will be retained. The deck on the kitchen is not yet finished and tree limbs need to be trimmed.

Bill Berry gave the following financial report:

540.00	deposits
181.73	expenses
116.20	" (lumber for ramp)
200.00	" (bread supplies)
100.00	CEOS donation

Current balance - \$2420.02

Walter Washington reported on his conversation with Amy Owen with Eastern West Virginia Community Foundation and suggested that he, Don Amoroso, Irvan Groff, Maggie Keeler and Bill Berry meet with her to discuss whether the Foundation could be used as a

501( c)(3)“umbrella” for Friends of Peter Burr. It was agreed that he would arrange such a meeting.

5. Mapping. John Allen reported that there are now nearly 1200 sites on the map of historic resources. He said the map will be used by Kendig Keast, the consultant revising the County's zoning and subdivision ordinances, in preparing its land use map. He also said he will be showing the map to Paul Raco, the Director of the Department of Planning, Zoning and Engineering.
6. Zoning. There was a discussion about the categories for historic resources and the criteria for inclusion in each. It was decided that a modified version of the National Register criteria should be used as presented by John Allen. There was also a discussion of historic villages. It was also agreed that in order to protect barns and other outbuildings near Historic Register sites and County Landmarks, a 600' radius buffer zone should be proposed for the zoning/subdivision ordinances, and that within that zone, allowable uses should include only agricultural structures and the construction of one, single family residence.
7. Bylaws. The criteria for designation of county historic landmarks were discussed and approved. John Allen will send a copy to the State Historic Preservation Office for approval. Walter Washington will prepare revised bylaws to reflect the criteria.

## **Minutes of Jefferson County Historic Landmarks Commission Meeting**

**November 16, 2006**

**Commission members present:** Walter Washington, John Allen, Don Amoroso, and Kip Stowell, Guests: Bill Berry and Nina Stowell. Carmen Creamer was unable to attend due to illness.

**Minutes:** The minutes of the October 19, 2006 minutes were approved unanimously.

**Treasurer's Report:** Don Amroso reported that the only activity during the last month was payment of utility bills. John Allen reported that he did not anticipate any further payment to David Taylor. He said that he had received 270 survey forms from Taylor and there are 80 left. He said that Taylor will be back in the county the week after Thanksgiving to finish up. John Allen will give him the marked up survey forms he has reviewed to date to incorporate changes. Don Amoroso noted the 2007 budget included \$12,000 for the Peter Burr Farm. Walter Washington will email Doug Reed to get an estimate for the next section of the roof. John Allen will ask David Taylor for an estimate for completing another 100 forms after he has completed this phase of the survey. The Treasurer's report was accepted unanimously.

**Survey:** There was no further discussion of the survey.

**Peter Burr Farm:** Walter Washington reported on the meeting held with Amy Owen. The draft fund agreement which she provided following the meeting was discussed. Several questions were left outstanding, including whether funds could be withdrawn from the account which would reduce the level below the \$5,000 minimum. It was recommended that Paragraph 7 of the draft agreement be amended to include educational programs.

Bill Berry gave the following financial report for Friends of Peter Burr:

### **Expenses**

\$79.63 - expenses for apple butter and bread baking

70.00 - fees to WV Secretary of State's office to file change of address

### **Income**

\$100.00 - donation from Kabletown Women's Club

468.00 - proceeds from sale of bread, applebutter and cookbooks

25.00 - refund for overpayment of fees to Secretary of State

**Current Balance – \$2838.76**

**Ordinance:** John Allen reported that he had not received anything from Kendig Keast. He said the consultant would incorporate the Commission's proposals on buffer zones for historic landmarks, but was unsure how historic districts would be addressed.

**By-Laws:** Amendments to the Commission's By-Laws were discussed. Walter Washington will circulate a revised draft incorporating changes to the definition section and criteria section. Under the existing bylaws, notice of amendments must be published in the Spirit of Jefferson at least 30 days before adoption. Publication was proposed for the first week of December so the Commission can consider them for adoption at its January, 2007 meeting.

**Other Business:** John Allen suggested establishing awards for three categories of achievement: (1) Landmark Preservation Award; (2) Historian Award; and (3) Volunteer Award. Walter Washington suggested the Jefferson County Historical Society be approached to sponsor the Historian Award.

John Allen also reported that the National Trust was planning to conduct a workshop in March or April, 2007 for Jefferson and Berkeley Counties and that the Commission might be asked to contribute to it. He also reported that there is funding to support the nomination of the Long Marsh and Bullskin Historic Districts.

It was agreed that the December meeting will be held on December 14, 2006.

## **Minutes of Jefferson County Historic Landmarks Commission Meeting**

**December 14, 2006**

**Commission members present:** Walter Washington, John Allen, Don Amoroso and Carmen Creamer, **Guests:** Fran Amoroso and Bill Berry. Kip Stowell was unable to attend for medical reasons.

**Minutes:** The minutes of the November 16, 2006 minutes were approved unanimously.

**Treasurer's Report:** Walter Washington moved that the Treasurer's Report be accepted. Carmen Creamer seconded the motion. The report was accepted by unanimous vote. Don Amoroso reported that the total funds available for the remainder of the budget year are \$29,866.00. Doug Reed's proposal to complete the roof replacement on the Peter Burr house was discussed. It was agreed that using the galvanized steel recommended by Reed was the preferable material to use. It was agreed that \$15,000 of the remaining budget should be set aside to complete this work.

John Allen discussed the current status of the survey. He said that he had received 40 more forms from David Taylor, for a total of 310 to date, with 40 more to follow. He said that Taylor had been paid in full for his work and that we would not owe him any further payments for the 350 forms he contracted to provide. Allen said that Taylor was being paid \$70 per form based on the amount he had been paid under the contract. He said there remained approximately 40 Category I sites, 100 Category II sites and 300 Category III sites that needed forms completed. He recommended proposing to pay Taylor \$50 per form for the Category I and II sites (approximately 150 forms) at a cost of \$50 each, totaling \$7500. It was agreed that \$7500 of the remaining budget would be set aside to have David Taylor complete this work by March 15, 2007 and that payment would not be made until the work was completed.

It was agreed to go forward with the new website for the Commission based on the latest proposal from Intelement and that \$2400 of the budget would be set aside for this purpose, leaving \$4986 in uncommitted funds for the remaining budget year.

Walter Washington moved that this budget be adopted. Carmen Creamer seconded the motion, which passed unanimously.

**Survey:** There was no further discussion of the survey.

**Peter Burr Farm:** Bill Berry reported that the Friends of Peter Burr Board would meet this Saturday, April 16 at 10 a.m. at Aspen Hill to discuss and vote on the proposed contract from the Eastern Panhandle Community Foundation. He said that Irvan Groff and others had worked on the wording of the contract to make some changes. Walter Washington suggested that before the Board votes on the contract, the changes should be run by Amy Owen of the Foundation to make sure they are acceptable. Berry said that would be done and that he assumed she had been consulted on the changes. He also said the contract would be provided to the Commission for its approval before it

is signed. He further reported that there had been no change in the financial statement since last month and that the current balance remains \$2838.76.

**Ordinance:** John Allen reported on the meeting with Kendig Keast the previous day. He also said that he had learned from the Agricultural Task force that the agricultural districts they were proposing and the districts being proposed by the Green Infrastructure Committee generally coincided with the historic districts proposed by the Commission. He said that transparencies of all three proposed maps were being prepared for Kendig Keast because the consulting firm was not able to read maps in digital form.

**By-Laws:** Amendments to the Commission's Rules were discussed. Walter Washington said a legal notice of the hearing for the Commission to consider changes to the Rules at its January 18, 2007 meeting had been published in the December 7, 2006 issue of the Spirit of Jefferson. John Allen said he would prepare a list of additional changes that should be included in the draft rules.

### **CLG Comment – National Register**

John Allen reported that National Register nominations for Barleywood and Cool Spring had been received. The nomination for Barlewood was discussed. Public comment was invited. Guest Fran Amoroso said she supported the nomination. Following the discussion, John Allen moved that the Commission recommend approval of the Barleywood nomination. Walter Washington seconded the motion, which was passed unanimously.

The nomination for Cool Spring was discussed. There was no public comment. John Allen moved that the Commission recommend approval of the Cool Spring nomination. Walter Washington seconded the motion, which was passed unanimously.

### **Other Business:**

John Allen reported that pursuant to his phone conversations with members of the Commission individually, he had submitted a letter to the Planning Commission in support of the variance request by Peter Corum to restore the log building on his property.

John Allen shared with the Commission a nomination form from the West Virginia Archives and History Commission for nominations for the History Hero Award. Walter Washington suggested nominating Bill Theriault for the award. It was agreed that he would contact Theriault for biographical information to prepare the nomination application.

Walter Washington reported to the Commission his conversation with Andy Stout, the Eastern Regional Director of The Archeological Conservancy, who is based in Frederick, Md.. After discussion of potential archeological sites in the county, it was agreed that Stout should be invited to tour the county to look at several sites and acquaint him with the county generally.