

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

### **January 25, 2007 Meeting**

**Members Present:** John Allen, Walter Washington, Don Amoroso, Carmen Creamer; County Commissioner Rusty Morgan. **Members Absent:** Kip Stowell. **Guests:** Bob O'Connor, Irvan Groff, Bill Berry.

**Minutes:** The minutes of the December 14, 2006 meeting were approved unanimously.

**Guest:** Bob O'Connor addressed the Commission on behalf of the George Washington Heritage Trail regarding the grant application made last year for the Peter Burr Farm. He said the denial of the request was unusual and that the application was resubmitted on January 15, 2007. He expects a decision in 6 to 8 months.

He also said the Heritage Trail wants to add the new bike trail along Rt. 9 to its program as a resource in the recreation category. He asked for a letter from the Commission supporting this as an adjunct to the Peter Burr Farm. Walter Washington moved that the Commission send such a letter. Carmen Creamer seconded the motion and it was passed unanimously.

**Treasurer's Report:** Don Amoroso presented the Treasurer's Report. A proposed budget for 2008 was discussed. John Allen reported on his meeting with Dwayne Brooke with Intellement regarding the Commission website. It will be up by March 1. Dwayne will spend a day photographing landmarks, design and build the website and update it monthly. The cost, as previously submitted, will be \$2250, with an initial payment of \$902 to get started. Don Amoroso was authorized to forward that payment to Intellement. John Allen reported on the cost for finishing the roof on the Peter Burr House. Doug Reed estimates it will cost about \$10,000. John Allen was authorized to approve up to \$11,000 in work. John Allen reported on a program that the National Trust will be sponsoring on March 16-17 at Shepherd University on the benefits of historic preservation. The seminar will be geared toward real estate developers, lawyers and real estate agents. There will be 150 invitees from Jefferson and Berkeley Counties. He said the Trust has done this in Orange, Virginia and in Philadelphia. The cost of putting on the event is \$10,000. Allen recommended that the Commission contribute \$2500 towards this cost. County Commissioner Morgan suggested this was an event the County Commission would be interested in and recommended that Allen approach the County Commission for funding. Walter Washington requested the Commission help underwrite a Phase I archaeology study of Happy Retreat. He distributed a price quotation from Prof. Chuck Hulse of Shepherd University for \$2,500 to \$3,000 to conduct such a survey. After discussion, this request was tabled until the February meeting.

Following the end of the discussion, Walter Washington moved that the Treasurer's Report be accepted. Carmen Creamer seconded the motion and it was approved unanimously.

**Survey:** John Allen reported that David Taylor had been here since the last meeting. He gave Taylor a list of 80 high priority sites to complete first including in and around Middleway, Leetown and Summit Point. He reported Taylor was paid \$2000 to start the project, and will be paid \$1000 when half the sites are done and the remaining \$4500 when everything is completed to our satisfaction.

**Peter Burr Farm:** Irvan Groff reported that the access road into the Peter Burr house is in good shape. He said it may need to be topped off with a finer stone layer. Carmen Creamer pointed out the need for funds for a parking area. Iran Groff said he wants to include the Bread Bakers Guild more actively in the Friends of Peter Burr. Bill Berry reported no change in the financial report for Friends of Peter Burr. He said the first planned event will be the school programs in May. There will be a meeting in February to begin planning this event. He said this year the event will run every day of the week to accommodate all the schools.

**Ordinances:** John Allen noted that there will be a meeting with Kendig-Keast next Tuesday at 11 am to discuss the historic preservation sections of the draft zoning/subdivision ordinances.

**Website:** There was no further discussion of the website in light of the previous discussion.

**Additional Landmarks/Bylaws:** Walter Washington distributed draft wording for amendments to the Commission's rules. He noted that notice of the proposed rules had been properly published as a Class I legal advertisement in the Spirit of Jefferson on December 7, 2006, more than 30 days prior to the date of the meeting. A copy of the proposed rules is attached to these minutes. Upon motion by John Allen, seconded by Carmen Creamer, the amended rules were adopted.

**Executive Session:** There was no executive session.

**Other Business.** The status of the Poor Farm was raised. Rusty Morgan said he would check. Commissioner Morgan also said that the County Commission was considering a recommendation that it install a bollard at the entrance gate to the County Court House for security reasons and asked the Landmarks Commission for a recommendation about the design and placement. He distributed a photograph of two possible designs. After discussion it was agreed that John Allen will write a letter to the County Commission recommending that the black design be used and that it be placed several feet inside the gate to minimize visual impact.



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

### **March 15, 2007 Meeting**

**Members Present:** John Allen, Walter Washington, Don Amoroso, Kip Stowell, Members  
**Absent:** Carmen Creamer. **Guests:** Bill Theriault, Irvan Groff, Maggie Keeler, Bill Berry.

**Minutes:** Because the February 15 meeting was cancelled due to inclement weather, there were no minutes from that meeting. The minutes of the January 25, 2007 meeting were approved unanimously.

**Treasurer's Report:** The treasurer's report was presented by Don Amoroso. John Allen reported that the County Commission had voted to fund the National Trust seminar scheduled for March 16, so that the \$2500 which had been earmarked for this event in the budget was freed up for other purposes. It was also noted that the \$902 already paid to Intelement for the website should be deducted from the \$2255 contract cost shown in the report. With these adjustments, the treasurer's report was accepted.

**Website:** Plans for the website were discussed. Walter Washington will contact Tom McGarry to see if he can provide any information about the person who is hosting the existing site so arrangements can be made to transfer the new site to that domain name. If that can't be done, it was agreed to use a new domain name (jeffersoncountyhlc.org). Bill Theriault will provide the Peter Burr Master Plan in pdf format so it can be incorporated into the new site. The site will be updated monthly and will include events at the Peter Burr Farm.

**Survey:** John Allen reported that David Taylor had completed all the work for both last year's survey and this year's survey, except for minor changes that were needed. Payment of the final invoice to David Taylor was approved. He also distributed the database list of "Historic Sites and Structures," "Significant Historic Barns," and "Historic Village Resources" and asked that these be reviewed by all members of the Commission so the Commission could vote to approve them at the April meeting. Once approved they will be forwarded to the County Commission to be included in the database for the county zoning/subdivision ordinances. Allen reported that the next portion of the survey would be for 150 sites on the mountain and other parts of the county. The cost will be approximately \$10,000, with funding to be requested through the County Commission and the Jefferson County Historical Society in the fiscal year 2008.

**Peter Burr Farm:** John Allen reported that the contracts to complete the replacement of the roof have been signed. He also reported that the letter requested by Bob O'Connor at the January 25 meeting regarding inclusion of the new Rt. 9 bike trail in the George Washington heritage trail had been sent. Irvan Groff reported that the Friends of Peter Burr Board had met with Amy Owen and voted to approve an agreement letter with the Eastern Panhandle Community Foundation. He reported further that Owen had recommended that the Friends also proceed with their own 501(c)(3) application so they would be eligible for exemption from state sales tax and other taxes associated with their activities and that the Board had voted to do so. He reported that the antique tractor that had been on loan to the Friends had been sold by its owners, the Winstons, and that the Winstons



had pledged to donate a load of crushed stone for the parking area. He reported that the Eagle Scouts had completed the handicap access ramps. He said the Eagle Scouts were still interested in building the log cabin, but wanted to make the cabin a permanent structure. It was explained that the original agreement with the Eagle Scouts was that the cabin would be a temporary "Lincoln Log Cabin" educational tool, that would be assembled and disassembled for demonstration purposes only and would not be a permanent structure. The Commission agreed that the cabin should not be made a permanent structure. Bill Berry reported that the current balance of the Friends of Peter Burr account was \$2661.40. He said this year's school program would involve 548 students from 8 schools. Because of the number of students, the event would be expanded over 5 days during the week of May 21-25, assuming the volunteers were available for the entire week. He also said Berkeley County wanted to bring 150 second grade students for a similar event. He reported that those students would be charged for the event, which would probably be held the week prior to the Jefferson County school event. Maggie Keeler noted that with the event lasting for 5 days it would no longer be possible to afford the blacksmith. The Commission requested that the Friends provide it with a copy of its 2007 budget at the April meeting.

**Possible Demolitions:** John Allen reported on the possible demolition of two structures in the county, the brick house at Schaeffer's Crossroads and Vinton. Possible strategies were discussed for both houses. Walter Washington recused himself from discussions on Vinton.

**Ordinances.** John Allen discussed possible provisions for a "Country Inn" section of the new zoning/subdivision ordinances. He noted this could be a tool for preserving historic houses in the county. It was agreed to make the following recommendations to the County Commission. (1) that the number of "guest" rooms allowable for a country inn be a maximum of 10; (2) that the number of events that could be held annually be limited to 35; (3) that a maximum permissible noise level be set for music entertainment at events, (measurable at the property boundary?); (4) that instead of a land size, a buffer zone requirement be established (if events are planned?); (5) that if new construction is planned, a conditional use permit be required, with approval by the Landmarks Commission.

The Commission also agreed that a transferrable development rights (TDR) proposal limited to historic properties be recommended to the County Commission. John Allen recommended that the Commission schedule a work session with the County Commission to go over the survey findings, etc.. He also reported that Kendig Keast recommended that the Commission propose that the zoning/subdivision ordinance include a provision to enable historic villages to design comprehensive plans with the assistance of a consultant to be made available through the Commission.

**Additional Landmarks:** John Allen distributed a list of 35 possible County Landmarks nominations. He noted that the owners of 9 of the properties had indicated an interest in being designated a county Landmark. It was agreed that these properties should be the first to be considered. John Allen will make arrangements for the full Commission to tour these properties.

**Other Business:** John Allen reported that the National Register nomination for the Duffields Train Station would be acted on this year. He also reported that the Bullskin <sup>development</sup> ~~development~~ grant had been awarded. It was agreed that John Allen would send a letter in support of Claymont's grant

application to SHPO. It was agreed that the Commission should meet with the Charles Town Landmarks Commission. Don Amoroso reported that Shepherdstown had voted to establish a Landmarks Commission. Walter Washington presented the request from the Friends of Happy Retreat for the Commission to fund an archeological reconnaissance survey of the Happy Retreat property, to be conducted by Shepherd University Professor Dr. Chuck Hulse at a cost not to exceed \$3000. The request was approved by unanimous vote. Walter Washington did not participate in the vote. Kip Stowell remarked that the blacksmith demonstration was an important part of the school event at the Peter Burr Farm and it would be a loss to the event not to have it. After further discussion, Don Amoroso moved that the Commission provide up to \$1000 to underwrite the cost of the blacksmith. The motion was approved unanimously. Finally, John Allen reported that he and David Taylor would be presenting the results of the survey at the meeting of the Jefferson County Historical Society on April 7 at 2:00 p.m., to be held in the Library meeting room.



# Jefferson County Historic Landmarks Commission

Minutes from August 23, 2007

Rouss Hall, Charles Town

## Commissioners Present –

*Kip Stowell, Don Amoroso, and John Allen. Also present: County Commissioners Rusty Morgan and Jim Surkamp*

- **Approval of Minutes** – Minutes of July 21, 2007 submitted by Walter Washington via e-mail. Unanimous vote of approval for minutes pending two minor changes. First, the Historical Society owes \$3,000 to the JCHLC not the County Commission. Secondly, there were rule changes that occurred at the last meeting.
- **Treasurer's Report** – Don Amoroso stated that he had paid several invoices and that the current balance is 43,965.46. Amoroso will supply Ehrlich Pest Control with a copy of the HLC tax exempt certificate to avoid tax on that service. Barbara Gibson will need to be asked for the \$3,000 still owed by the JCHS to the JCHLC. The treasurer's report was accepted unanimously.
- **Landmarks Nominees** – It was agreed that the HLC would visit five nominees for landmark status on Thursday August 30<sup>th</sup> at 2:00. The nominees are: Locust Grove, Rees-Daniels Farm (Fairview), Prospect Hall, New Hopewell, and Bel-Mar.
- **Road Names** – The County Commission has asked the HLC to give their opinion on three possible road name changes. These are Meyerstown Road to Myerstown Road, Bowers Road to Bower Road, and East Hite Road to Johnsontown Road. The HLC discussed these and agreed to write a letter with recommendations to the CC.
- **Viewshed Survey** – JA reported that the survey by Scenic America that was scheduled for August 22 has been rescheduled due to poor visibility to August 29th.
- **Peter Burr Living History Farm** – JA met with Ehrlich pest control at the Burr House. Allen signed a contract for bait station monitoring over two years to determine if termites are active in the house. The bait stations will be installed on Thursday, August 30<sup>th</sup>. The need for new mowing equipment and a strategy for bush-hogging the fields was discussed. Irv Groff said that a good riding mower would suffice if someone were hired to bush-hog the fields. Commissioners Amoroso and Allen asked Groff to get estimates for a riding mower. The commissioners discussed the importance of putting on barn doors in order to secure any new equipment.
- **National Register** – JA told the commission that on August 3<sup>rd</sup>, Duffields Station was added to the Nat'l Register of Historic Places. Also, Rock Spring, on Ridge Road will be up for review next week. Consultant David Taylor has been chosen by grant recipients for the Bullskin Rural Heritage District to write that nomination. The contract for this work has been signed and a copy given to the HLC.

- **Other Business** – Blakeley was discussed. JA informed the commission that he and Commisioner Creamer had met with a perspective buyer at the house. This person had asked questions regarding the easement. JA asked the County Commissioners present for advice for getting legal counsel regarding the easement.