



## Minutes

### Jefferson County Historic Landmarks Commission

7pm – County Commission Meeting Room

200 E Washington Str., Charles Town, WV

July 12, 2017

**Members Present:** Martin Burke (Chair), Leigh Koonce, Sara Lambert (Secretary) **Guests:** Bill Theriault and Kara Riley, Tim Johnson, Peter Onoszko, John Demer

M. Burke called the meeting into order at 7:00 pm.

**Public Comment:** None.

**Meeting Minutes:** Minutes of the May meeting were submitted by Sara Lambert and Kara Riley.

Acceptance was moved by L. Koonce, seconded by M. Burke, and passed.

**Treasurer's Report:** M. Burke presented the treasurer's report including the balance and that they will be carrying \$10,000 into the next fiscal year. M. Burke also stated that the Landmarks Commission will be receiving WV Fairs and Festival grant for \$4,752 for events at Peter Burr Farm. M. Burke stated the income and the expenses.

Acceptance was moved by L. Koonce, seconded by S. Lambert, and passed.

**FY-18 Budget:** M. Burke presented the FY-18 budget and there was discussion on various line items. M. Burke suggested to the commission that they should join the National Association for Preservation Commission. The Landmarks Commission has received two grants. One was from the EWV Community Foundation for the Coyle Cemetery and the other was a WV Humanities grant for the printing of two brochures, "The Battle of Shepherdstown" and "The Shepherdstown Cement Mill". The Commission is still waiting to hear about for a grant from the CVB for the John Brown Driving Tour brochure printing.

Acceptance was moved by S. Lambert, seconded by L. Koonce, and passed.

**Duffields Depot:** The commission discussed what could be a possible outcome for the ownership if Duffield's Depot Inc. ceases to exist. The Commission discussed possible outcomes and decided that more research needed to be done before decisions were made.

**Peter Burr Farm Event application for 2018:** An application was submitted to JC Parks and Rec to hold the Blue Ridge Arts and Crafts Festival on May 8<sup>th</sup>, 2018 from 10am to 6pm at the Peter Burr Farm. L. Koonce moved to deny application but there was no second. After discussing the application further, the commission decided that it would be best for more questions to be answered before approving or denying the application.

**Our History Our Community endowment fund:** M. Burke reported pledges of \$20K. He is preparing a request letter and working with local Chamber of Commerce groups to reach out.

**WV GeoExplorer Project:** B. Theriault stated Tori would be working on technical support for the Kickstarter Project.

## **ANNOUNCEMENTS AND COMMISSIONER REPORTS:**

- A. Status of NR nomination – Wild Goose:** J. Demer currently revising draft paperwork with SHPO.
- B. Historic Preservation Zoning Ordinance:** M. Burke reviewed at PC public workshop Tues July 11. Draft Zoning Ordinance is currently in a 2-week comment period.
- C. JC Courthouse Committee:** L. Koonce stated committee is waiting for a new judge to be appointed before the next meeting would take place.
- D. Concept Plan Reviews:** M. Burke working with WV Highway Dept. on the Rte. 340 extension proposal.
- E. Status of NR nomination – *The Rocks*:** L. Kelly out of town so will update a future meeting.
- F. Coyle Cemetery grant application:** Grant received. Stone mason hired. Walls to be relayed in September
- G. Status of grant application to WV Humanities Council:** Grant received.
- H. ABPP Grant for PHF, LLC Tracts:** Pass-through grant approved. Land Trust for the Eastern Panhandle to hold easement once Eyler house is torn down. J. Demer prepared 106 Compliance Report.  
Title recorded-on June 29, 2017.

S. Lambert made a motion to adjourn, which was seconded by L. Koonce. The motion passed and the meeting was adjourned at 8:39pm.