

# Historic Preservation Commission

MINUTES – Regular/Organizational Meeting

Wednesday, March 22, 2023 – 4:00PM

Berryville/Clarke County Government Center – A/B Conference Room

ATTENDANCE:			
Betsy Arnett (Chair)	✓	Terri Catlett (BOS Liaison)	✓
Katherine Berger (Vice-Chair)	✓	Bob Glover (PC Liaison)	✓
Adeela Al-Khalili	✓	Billy Thompson	✓
Page Carter	✓ <sup>E</sup>	Robin York	X

E- Denotes electronic participation

**Staff:** Jeremy Camp (Sr Planner / Zoning Administrator), Kristina Maddox (Office Manager / Zoning Officer), Maral Kalbian (County Architectural Historian)

**Other:** None

**Call to Order:** Chair Arnett called The Historic Preservation Commission to order at 4:04PM.

### Approval of Agenda

Chair Arnett entertained the motion to approve the HPC meeting agenda for March 22, 2023 as presented by Staff.

Motion to approve the Historic Preservation Commission agenda for March 22, 2023 as presented by Staff:			
Arnett	AYE	Catlett	AYE (seconded)
Berger	AYE (moved)	Glover	AYE
Al-Khalili	AYE	Thompson	AYE
Carter	AYE	York	ABSENT

### Approval of Meeting Minutes – January 18, 2023

Ms. Berger asked that “Burwell Morgan Mill” be changed to “Lockes Mill” on the last page and that it be considered for the annual awards luncheon location for either 2023 or 2024.

Chair Arnett entertained the motion for the approval of the corrected HPC meeting minutes from January 18, 2023.

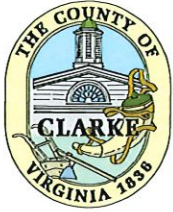
Motion to approve the Historic Preservation Commission meeting minutes from January 18, 2023 as corrected:			
Arnett	ABSTAINED	Catlett	AYE
Berger	AYE (moved)	Glover	AYE
Al-Khalili	AYE	Thompson	AYE (seconded)
Carter	AYE	York	ABSENT

### Public Comments

None

### Report of the Executive Committee

None



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## Staff Reports

**Draft Brochure:** Jeremy presented the draft of the historic district brochure that is to be mailed to the two local Historic Districts in the county (White Post and the Millwood Commercial Historic District). It was suggested to add the county seal or a picture to the front, however, Mr. Camp commented that to remain consistent with the other county brochures, it would need to stay as is as per the Public Information Officer.

Ms. Kalbian asked if a summary of the design considerations can be added in addition to the HPC approval process. Mr. Camp noted that list would be rather long and suggested it might be better to wait until after the considerations were confirmed. Ms. Kalbian also suggested a brief sentence outlining the list of what work (shutters, gutters, roofing, siding, windows, fencing etc.) require a Certificate of Appropriateness as some of these do not require a Building Permit. Ms. Kalbian recommended that the list of examples and information on the brochure also be added to the county's website.

When discussing processes, Mr. Camp noted the Building Department has been educated on whether a resident may or may not need a Certificate of Appropriateness. The Commission discussed that it would be a good idea to include the basics of the Certificate of Appropriateness in the brochure but also in a letter from the committee Chair.

## Historic Consultant's Report

**Book Project Completion:** Ms. Kalbian announced that the book project is complete and handed out copies to the Board.

**Other:** Ms. Kalbian said she spoke with someone who is interested in an old house in White Post and conversed about the restoration, *Secretary of Interiors Standards*, and the HPC process. She documented a historic dwelling off Route 7 set for demolition and provided updated description and photos to DHR. Ms. Kalbian continued that she did a presentation for Berryville's anniversary celebration and was asked to speak at a Juneteenth event regarding African American communities in Clarke County. She also worked on a driving tour of African American sites within Clarke County for a program called "Roots Run Deep" by the Shenandoah Valley Black Historic Association based in Harrisonburg, VA.

## CLG/Other Grant Applications

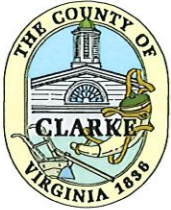
**Discussion of future projects/applications:** Ms. Kalbian said she spoke with DHR about the updated guidelines and was given a sample of what Middleburg submitted previously. She added that she would follow up with DHR on sample applications they were supposed to send her.

Chair Arnett asked Ms. Kalbian to get more specifics on what sort of grant we could get for the African American cemeteries. Ms. Kalbian said there is \$5 million in funding available over a two-year period through DHR's Black, Indigenous, and People of Color Historic Preservation Grant (BIPOC) that could be used for a variety of projects. This includes purchasing and restoring buildings, such as those along Josephine Street.

## Old Business

**Historic Markers:** Chair Arnett said she attended a historic marker webinar regarding communities that have created their own marker programs. She said she believes the county has reached the limit in terms of





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sites that would be considered of state significance. She continued that if we were to add any more historic markers that it would have to be local. She is, however, concerned about sign clutter on streets and roadways. Ms. Kalbian noted that Frederick County has a local program for bronze plaques that are placed on individual buildings of historical significance.

## New Business

*Annual Report:* Chair Arnett plans to present the annual HPC report to the Planning Department and to the Board of Supervisors in April. She provided a draft presentation to the Commission for review. Regarding future efforts, she said she would like HPC to be involved in the Village Plan discussions in terms of potentially proposing conservation districts as opposed to historic districts. Mr. Glover suggested that the information regarding the permitting process and Certificate of Appropriateness be added to the presentation. Ms. Kalbian had a few corrections on the presentation draft including a cost breakdown of the book such as printing and an architectural survey of sixty properties. Additionally, there was a brief discussion on the differences between rural and local historic districts and how to best present the two in the presentation.

## Commissioner Comments

Ms. Carter said the Millwood community have been attending Board of Supervisors meetings to talk about traffic calming. She said they have also been in touch with a member of the Piedmont Environmental Council (PEC) who helped with the same issues in Middleburg and Upperville. She said she is bringing this to the HPCs attention now as it may be presented to them in the near future.

Vice Chair Berger left the meeting at 5:00pm.

The Commission discussed the various list of potential awards in the packet and how the awards should be finalized. Ms. Kalbian commented that in the past, the Commission would appoint a three-member committee to vote on the final list in which that list would then be presented to the HPC for final nominations.

Mr. Camp said there is a court hearing on April 17th regarding the White Post case. He said they had an arraignment last week where the citizen is required to address a petition from the county’s attorney which is due by the end of month. He said the judge will rule on what the enforcement action or outcome for failure to comply with a judge order will entail. He added that the county is essentially hoping for a fine that will encourage the citizen to come into compliance.

## Adjournment

There being no further items to discuss, the Historic Preservation Commission adjourned at 5:13PM.

Motion to adjourn the Historic Preservation Commission on March 22, 2023 at 5:13PM:			
Arnett	AYE	Catlett	AYE
Berger	ABSENT	Glover	AYE
Al-Khalili	AYE (moved)	Thompson	AYE (seconded)
Carter	AYE	York	ABSENT

  
Betsy Arnett, Chair

  
Kristina Maddox, Clerk