

# Clarke County

---

## HISTORIC PRESERVATION COMMISSION

### AGENDA

**Wednesday - 2024 January 17 - 4:00 p.m.**

Town/County Government Center

**101 Chalmers Court**

**Berryville, VA 22611**



1. Call to Order
2. Election of Officers: Chair, Vice-Chair
3. Approval of Agenda
4. Schedule of Meetings for the year [Attachment]
5. Approval of minutes for November 15, 2023 [Attachment]
6. Public Comments
7. Report Executive Committee
8. Staff Reports
  - BZA Update
  - Other
9. Historic Consultant's Report
10. CLG/other Grant projects
  - Discussion of future projects/applications
  - Historic District Guidelines Update Project
11. Old Business
  - John Underwood Historic Marker
12. New Business
  - CLG Annual Report [Attachment]
  - Discussion of 2024 Preservation Awards (25<sup>th</sup> Anniversary)
13. Commissioner Comments
14. Adjournment

**Town/County Government Center  
101 Chalmers Court  
Berryville, VA 22611**

**[www.clarkecounty.gov](http://www.clarkecounty.gov)  
540-955-5132**

**HISTORIC PRESERVATION COMMISSION**

**2024**

**MEETING DATES**

**Third Wednesday every other month at 4:00 p.m.**

**2<sup>nd</sup> Floor Town/County Government Center**

**A/B Conference Room**

**Wednesday, Jan 17**

**Wednesday, Mar 20**

**Wednesday, May 15 (awards luncheon)**

**Wednesday, July 17\***

**Wednesday, Sept 18**

**Wednesday, Nov 20**

**Wednesday, Jan 15 (2024)**

**\*Optional summer meeting date**



# Historic Preservation Commission

**DRAFT** MINUTES – Regular Meeting

Wednesday, November 15, 2023 – 4:00PM

Berryville/Clarke County Government Center – Main Conference Room

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

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 meeting to order at 4:02PM.

### Approval of Agenda

There were no additions or revisions to the November 15, 2023 agenda by the Commission. Chair Arnett entertained the motion to approve the agenda as presented by Staff.

Motion to approve the Historic Preservation Commission agenda for November 15, 2023 as presented by Staff:			
Arnett	<b>AYE</b>	Catlett	<b>AYE</b>
Berger	<b>AYE (seconded)</b>	Glover	<b>ABSENT</b>
Al-Khalili	<b>ABSENT</b>	Thompson	<b>AYE</b>
Carter	<b>AYE</b>	York	<b>AYE (moved)</b>

### Approval of Meeting Minutes – September 20, 2023

Commissioner York asked for clarification on the last paragraph on the third page where it states Ms. Kalbian “noted the project met most of the criteria and could potentially be approved if the garage doors were addressed” as he said it seems as if it would have been approved if that one item was in compliance. Chair Arnett noted that Ms. Kalbian made the comments as stated and that they are the opinion of the Historic Consultant but may not reflect the decision or of the Commission. Mr. Camp noted there is a difference between the code review criteria and the worksheet that is used by Ms. Kalbian, which is an important item to recognize as the code takes precedence.

Ms. Kalbian said the applicant met the majority of her checklist criteria even though it may not meet all of the items addressed in 2019. She also expressed concerns that the 1983 boundaries of the White Post Historic District should be reevaluated, as many historic buildings, especially on the edges of the boundary have been demolished. Commissioner Thompson commented that the opportunity to comply with the various issues was given and that at this point all criteria should be met. Ms. Kalbian commented that while she did not feel as strongly as the Commission on the other items, that the Commission was ultimately the deciding factor.

Ms. Kalbian noted there were several grammatical errors that were to be corrected and provided a copy of her edits for review.



# Historic Preservation Commission

**DRAFT** MINUTES – Regular Meeting

Wednesday, November 15, 2023 – 4:00PM

Berryville/Clarke County Government Center – Main Conference Room

Chair Arnett entertained a motion to approve for the Historic Preservation Commission (HPC) meeting minutes from September 20, 2023 as corrected.

<b>Motion to approve the Historic Preservation Commission meeting minutes from September 20, 2023 as corrected:</b>			
Arnett	<b>AYE</b>	Catlett	<b>AYE</b>
Berger	<b>ABSTAINED</b>	Glover	<b>ABSENT</b>
Al-Khalili	<b>ABSENT</b>	Thompson	<b>AYE</b>
Carter	<b>AYE (seconded)</b>	York	<b>AYE (moved)</b>

## New Business

### *Fiscal Year 2024/2025 Funding Requests*

Mr. Camp confirmed that the 25<sup>th</sup> Annual Preservation Awards takes place in 2024 and that there was a small budget increase for the ceremony.

Regarding the CLG grant application, Chair Arnett asked if it is time to ask for the matching funds. Ms. Kalbian and Mr. Camp agreed they would do a Historic District survey update. Mr. Camp suggested that creating a project scope for the Board and the Planning Director to review would help them to better understand the fund request. Chair Arnett asked for clarification as to whether this would be one project or two considering the review of the design guidelines and also to look at the boundaries of the current districts. Ms. Kalbian said she thought the HPC should look at White Post boundaries to expand the National Register Historic District before working on new guidelines. Commissioner Carter said she thought the Millwood community association would be willing to take on the project as part of their long-range plan but wanted to know if the Village Plan had been started. Mr. Camp replied that the Village Plan has not been started as of yet and that the Planning Commission is scoping out the project. Chair Arnett suggested that it be part of a Conservation District and the overall Comprehensive Plan update.

Mr. Camp and Ms. Kalbian clarified that the survey they plan to do for the Historic Guidelines project will include what is currently in the Historic District. They said based on what is found, it will help them understand how to change the guidelines and establish a project outline.

Ms. Kalbian said she believed if the work was done in-house beforehand that the estimated cost would be \$10,000 in which 25-35% would be paid by the county. Commissioner Catlett pointed out that the Board of Supervisors Committee meets soon to review the budget and would need the financial details.

It was discussed that the CLG grant application is due in March in order to receive the money in July for the guidelines. Ms. Kalbian will get a firm budget amount to provide the Board. The Commission also said they would hold an Executive Committee meeting so as not to miss the Board's budget review.

## Public Comments

None

## Report of the Executive Committee

There was nothing to be discussed as the committee did not meet.



# Historic Preservation Commission

**DRAFT** MINUTES – Regular Meeting

Wednesday, November 15, 2023 – 4:00PM

Berryville/Clarke County Government Center – Main Conference Room

## Staff Reports

**Historic District Inventory:** Mr. Camp and Ms. Kalbian are scheduling a date to do the fieldwork on the Historic District inventory but hope to get it done soon. He also noted that he and Chair Arnett attended CLG training in Leesburg and can add the educational requirements to the annual report.

Regarding the White Post case, Mr. Camp said there is a follow up status hearing with the judge on November 26<sup>th</sup> at 1:00pm. He said the applicant has yet to submit any changes in the additional 30-day extension provided by the judge and that most likely the fees will start soon. Mr. Camp notified the commission that the applicant has a local contractor working with him on a traditional redesign for the Historic District.

## Historic Consultant's Report

Ms. Kalbian provided a summary of what she has been working on and noted she has had several inquiries recently. She said one of the inquiries was Anderson's Mill near Clifton that she believes is from the 1800s and is one of the few remaining mills on Marsh Run which has been converted to a barn. Additionally, she sent National Register information to the insurance company of the new owner of the Tuleyries.

Ms. Kalbian said she looked into the highway marker for John Underwood off Route 50 and Mount Carmel Road which has yet to be erected. She said the commission should decide whether or not there will be a dedication. She said DHR would send out a press release and submit the VDOT request for installation which will take three or four weeks. An unveiling ceremony date can be scheduled after those tasks are completed. Chair Arnett agreed that there can be an unveiling ceremony once the sign has been installed. Ms. Kalbian said she would contact Josephine Street group to see if they want to be involved as well.

## CLG/Other Grant Applications

**Discussion of future projects/applications:** Previously discussed.

**CLG training requirements/opportunities:** Previously discussed.

## Commissioner Comments

The Commission briefly discussed where the 25<sup>th</sup> award ceremony would be held. Chair Arnett said the commission should start working on a list of past recipients and invitees. Mr. Camp stated that he will add this as an agenda item for the next meeting in January.

Commissioner Carter provided a Millwood traffic update. She said the Millwood Community Association and VDOT have proposed the addition of four traffic tables with signage all of which are outside the Commercial Historic District. She said they hope to receive feedback from village residents on the design and asked if anyone knew of attractive yet inexpensive traffic tables or signage.



## Historic Preservation Commission

**DRAFT** MINUTES – Regular Meeting

Wednesday, November 15, 2023 – 4:00PM

Berryville/Clarke County Government Center – Main Conference Room

### Adjournment

There being no further items to discuss, the Historic Preservation Commission adjourned at 4:53PM.

<b>Motion to adjourn the Historic Preservation Commission on November 15, 2023 at 4:53PM:</b>			
Arnett	<b>AYE</b>	Catlett	<b>AYE</b>
Berger	<b>AYE (seconded)</b>	Glover	<b>ABSENT</b>
Al-Khalili	<b>ABSENT</b>	Thompson	<b>AYE</b>
Carter	<b>AYE</b>	York	<b>AYE (moved)</b>

---

Betsy Arnett, Chair

---

Kristina Maddox, Clerk

# Certified Local Government Program – 2022-2023 Annual Report

## State Annual Report for Fiscal Year 2022-2023

The information gathered using this form will be a valuable tool for tracking the accomplishments of localities participating in the CLG program. Please take the time to complete the form and return it to me by email by January 31, 2024. Thank you for taking the time to complete the annual report and please make sure you complete section 10 so that we may continue to streamline and improve the CLG program to better serve your needs.

Once you have completed the document please save the completed form and email as an attachment to **aubrey.vonlindern@dhr.virginia.gov**. You can also convert it to a PDF and send as an email attachment.

Locality Name: Clarke County

Contact Person: Jeremy Camp

Telephone: 540-955-5131

Email: jcamp@clarkecounty.gov

**DRAFT**

Report Prepared by: Type here.

### LOCAL REVIEW BOARD ACTIVITIES

1. In the Fiscal Year, how many review board meetings were held? 6

Please attach a copy of all ARB bylaws and procedures, if they are new or have been revised during the fiscal year.

2. In the fiscal year, how many applications for a Certificate of Appropriateness were:

Reviewed by the local review board	2
Approved by the local review board	1
Denied by the local review board	1
Appealed by the applicant or another party	0

On appeal, how many board decisions were:

Upheld	n/a
Overtured	n/a

Please attach a copy of at least one set of minutes for a meeting of the review board at which an application for a certificate of appropriateness was discussed.

3. Survey/Inventory/Designation Activities:

Please indicate whether or not you have an ongoing survey program and enter the number of historic properties surveyed during the fiscal year:

# Certified Local Government Program – 2022-2023 Annual Report

(Reporting period is from October 1, 2022 through September 30, 2023)

Do you have a survey and inventory program? **No. However, this year we did conduct an inventory survey of the existing resources within the Historic Overlay District. Approximately 7 properties in Millwood and 21 in White Post. Additionally, we surveyed two properties slated for demolition and entered the data into V-CRIS.**

Number of resources added to the local government's survey inventory in 2022-2023? **none**

Did your local government have a local register program, which may include Virginia Landmarks Register and/or National Register of Historic Places listing and/or eligibility for listing? Type here.

Number of locally designated historic properties. **0**

Number of applicants assisted through a local historic preservation grant or loan. **0**

Number of applicants assisted through a local historic preservation grant or loan. **0**

Did your community have a local government-funded grants/loan program that could be used to acquire or help to acquire historic properties in whole or in part through purchase, donation, or other means?  Yes  No

Number of historic properties acquired through purchase, donation or other means. **0**

Were there any additional or new cultural resource surveys done or additions to existing boundaries of existing historic districts completed during this reporting period?  Yes  No

Does this inventory/survey include information on each structure or site within each district?  Yes  No

**If a district was locally designated, please attach a map of the district.**

## 4. Section 106 of the National Historic Preservation Act.

Were there any resources reviewed through Section 106.  Yes  No

What is the role of the staff and commission in providing input to Section 106 documents prepared for, or by; the local government Type Here

What, if any, comment on Section 106 reviews of federal projects occurred within the locality in 2022-23? (eg. number, federal agency involved, etc): Type Here

5. **Does the locality have or has there been any new archaeology ordinances implemented during the 2022-23 fiscal year?**  Yes  No



# Certified Local Government Program – 2022-2023 Annual Report

(Reporting period is from October 1, 2022 through September 30, 2023)

If so, please include a copy of these ordinances.

## 6. Were there any amendments or alterations in the fiscal year to your:

Local historic District legislation/ordinance during the report period	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Design review guidelines	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, please attach a copy of the revised legislation/ordinance or design review guidelines and provide a brief explanation of the reasons for the amendment(s) and/or alteration(s).

If changes to design review guidelines were made during the last year, please include a copy of the ARB meeting minutes where those changes were discussed.

## 7. National Register Nominations:

Were any proposed National Register nominations considered by your review board during the 2022-23 fiscal year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

If yes, please attach a copy of the minutes of the meeting at which a proposed nomination was considered by the board. If not included in the minutes, please attach an explanation of the board's decision.

## 8. Members of the Local Review Board

Were there any training/orientation programs offered to review board members during the fiscal year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

Did any members of the review board attend training workshops presented by DHR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	-----------------------------

# Certified Local Government Program – 2022-2023 Annual Report

(Reporting period is from October 1, 2022 through September 30, 2023)

## Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Type here	Type here.	Type here.	Type here.	
Betsy Arnett	Local Government Administrator - Master's Degree in Historic Preservation	4/21/2020	5/31/2024	<a href="mailto:betsyarnett85@gmail.com">betsyarnett85@gmail.com</a>
Page Carter	Architecture	4/21/2020	5/31/2024	<a href="mailto:pagecarter2@gmail.com">pagecarter2@gmail.com</a>
Robert (Robin) York	Benefits Advisor	4/20/2021	5/31/2025	<a href="mailto:robin.york@loudoun.gov">robin.york@loudoun.gov</a>
William (Billy) Thompson, IV	Classic Vehicle Restoration	4/20/2021	5/31/2025	<a href="mailto:info@whitepost.com">info@whitepost.com</a>
Adeela Al-Khalili	Retired Teacher / Education	6/1/2021	5/31/2026	<a href="mailto:adelealk82@gmail.com">adelealk82@gmail.com</a>
Robert (Bob) Glover	PC Liaison	12/13/2021	12/31/2024	<a href="mailto:gloverbob@yahoo.com">gloverbob@yahoo.com</a>
Terri Catlett	BOS Liaison	1/18/2022	12/31/2023	<a href="mailto:tcattlett@clarkecounty.gov">tcattlett@clarkecounty.gov</a>
Katherine Berger	Marketing	5/21/2019	5/31/2023	<a href="mailto:kmbberger@gmail.com">kmbberger@gmail.com</a>

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided. Type Here
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? Type Here

# Certified Local Government Program – 2022-2023 Annual Report

(Reporting period is from October 1, 2022 through September 30, 2023)

## Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement that commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Jeremy Camp	CLG Training Seminar in Leesburg, VA	1 day	DHR	10/27/2023
Betsy Arnett	CLG Training Seminar in Leesburg, VA	1 day	DHR	10/27/2023
Betsy Arnett	NAPC Webinars: Preservation Planning, Best Practices for an Effective-Local Preservation Commission, Virtual Summer Short Course, Creating a Preservation Realtor/Developer Course, Early 20 <sup>th</sup> Century Architecture	6 days	NAPC	3/23/2023, 6/29, 8/23-24, 10/12, 12/14/2023
Betsy Arnett	Preservation Virginia webinar	1 day	Preservation Virginia	2/15/2023
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

## 9. Public Education and Outreach

List briefly and describe any public outreach, training, publications, etc. conducted or created by the locality.

Project	Description
Annual Historic Preservation Awards	Recognized and provided an award for 4 local restoration projects in a public meeting and had a luncheon with recipients.

# Certified Local Government Program – 2022-2023 Annual Report

(Reporting period is from October 1, 2022 through September 30, 2023)

Type Here	Type Here
Type Here	Type Here

## 10. Additional Information/Questionnaire

- A. What are the most critical preservation planning issues? **Demolition by Neglect**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Completed the publishing and printing of “Clarke County, Virginia: History Through Architecture”**
- C. What recognition are you providing for successful preservation projects or program? **Annual Historic Preservation Awards.**
- D. How did you meet or not meet the goals identified in your annual report for last year? **Completed an inventory of historic resources for historic overlay district.**
- E. What are your local preservation goals for 2024? **Update our general historic district guidelines**
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from DHR? Type Here
- G. In what subject areas would you like to see training provided by DHR? How would you like to see the training delivered (workshops, online, technical assistance bulletins, etc)?

Training Needed or Desired	Desired Delivery Format
<b>Demolition by Neglect</b>	<b>Seminar within short driving range or webinar.</b>

- H. Would you be willing to host a training workshop in cooperation with DHR?  
 Yes     No
- I. Did you apply for a CLG grant during the reporting period?  Yes     No
- J. What prevented you from applying? **Local funding**
- K. Is there anything else you would like to share with DHR? **n/a**

# **Certified Local Government Program – 2022-2023 Annual Report**

(Reporting period is from October 1, 2022 through September 30, 2023)

Thank You!

Email to [aubrey.vonlindern@dhr.virginia.gov](mailto:aubrey.vonlindern@dhr.virginia.gov)