

Historic Preservation Commission

MINUTES – Regular Meeting
 Wednesday, November 15, 2023 – 4:00PM
 Berryville/Clarke County Government Center

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	✓ ^E	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	AYE	Catlett	AYE
Berger	AYE (seconded)	Glover	ABSENT
Al-Khalili	ABSENT	Thompson	AYE
Carter	AYE	York	AYE (moved)

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.



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

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

New Business

Fiscal Year 2024/2025 Funding Requests

Mr. Camp confirmed that the 25th 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.

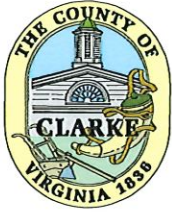
It was discussed that the CLG grant application is due in March in order to receive the money in July for the guidelines. Ms. Kalbian will get a firm budget amount to provide the Board. The Commission also said they would hold an Executive Committee meeting so as not to miss the Board's budget review.

Public Comments

None

Report of the Executive Committee

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



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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 26th 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

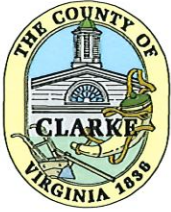
Discussion of future projects/applications: Previously discussed.

CLG training requirements/opportunities: Previously discussed.

Commissioner Comments

The Commission briefly discussed where the 25th 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.



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Adjournment

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

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

Betsy Arnett, Chair

Kristina Maddox, Clerk