

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes - 18 January 2017**

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 18 January 2017 at 4:00 p.m.

**Present:** Betsy Arnett, Jon Joyce, Doug Kruhm, Robin York, Page Carter, Bob Stieg (arr. 4:15), and Anne Caldwell

**Absent:** No one

**Staff:** Alison Teetor, *County Natural Resource Planner*, Brandon Stidham, *Planning Director*, and Maral Kalbian, *County Architectural Historian*

**Others:** Cathy Kuehner, Winchester Star

**Election of Officers** Ms. Teetor opened the floor for nominations for Chair. With nomination by Mr. York, seconded by Ms. Caldwell, Ms. Arnett was elected Chair (Yes - York, Caldwell, Kruhm, Joyce, Carter). Ms. Arnett assumed the gavel. With nomination by Mr. York, seconded by Mr. Joyce, Ms. Carter was elected Vice-Chair (Yes - York, Arnett, Kruhm, Joyce, Caldwell).

**Approval of Agenda** On motion by Ms. Caldwell, seconded by Mr. York, the agenda was unanimously approved.

**Schedule of Meetings for 2017** After discussion the schedule of meetings for 2017 was accepted as presented.

**Approval of Minutes** On motion by Ms. Caldwell, seconded by Mr. Joyce, the minutes of November 16, 2016 were approved.

**Report of the Chair** Ms. Arnett stated that she was planning to attend the Preservation Virginia Conference to be held January 26<sup>th</sup>. Ms. Kalbian is also planning to attend. Of particular interest is the review of the preservation tax credits by the General Assembly. Senator Jill Vogel is on the senate finance committee.

**Work Plan for 2017** Ms. Teetor included the memorandum requesting \$10,000 from the Board for historic housing stabilization. This led to a discussion of how the funds would be dispersed. Members suggested advertising through the newspaper, direct mailings, and information on the County website. Once applications are received a point system will be used to evaluate and rank applications, points would be given for things such as being a contributing structure in a local or rural historic district, whether or not the land owner can provide matching funds, the historical significance of the structure, how the funds will be used, etc.. Other work items include updating the driving tour brochure, and the historic marker brochure; developing the podcast for the driving tour, and the phase 1 of the book. Mr. Joyce and Mr. Kruhm agreed to distribute the driving tour brochures to area businesses.

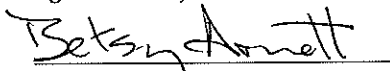
**Report of the Architectural Historian** Ms. Kalbian stated that she had received a call regarding the Little Chapel cemetery on Bishop Meade Rd.. These small cemeteries are often neglected due to lack of funds for maintenance. Ms. Arnett reported that there is a bill being introduced in the General Assembly that would provide grant funds for African-American cemetery maintenance. Other cemeteries in Clarke that might qualify for these funds include Bethel, Cain's Chapel, and Josephine Street. Ms. Kalbian was also approached by Daniel Shore of Habitat for Humanity, who is trying to sell 1951 Millwood Rd.. This residence was built in the late 1800's and would be eligible for tax credits if rehabilitated. It is in serious disrepair however and finding a buyer has been difficult.

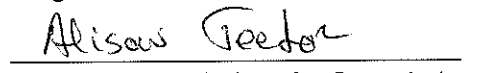
**CLG/Other grant projects** Ms. Kalbian provided an update on the progress at Greenway Court. She and Mr. Pogue the project manager have gone over the final punch list with the contractor. The project is complete with the exception of a final coat of white wash to the plaster which will be done in the spring when the weather is warmer. They discussed with Mr. Digges putting storm windows on the land office which he has agreed to do.

Regarding the book, Ms. Kalbian stated that she has been collecting information for the detailed outline including a summary of archeological resources. She is meeting with Bob Jolly, Archaeologist with the Department of Historic Resources on February 15<sup>th</sup> to discuss potential surveys including a river survey of the fish weirs. The next round of CLG projects is likely due in March and the group agreed that the application would be for phase 2 of the book.

**New Business** Ms. Kalbian informed members that the structure located a 72 Lanham Lane across from Old Chapel had been demolished. The Trustees of the Burwell Cemetery have recently purchased the property and have been clearing brush and trees for several weeks. Earlier this week the house was demolished without a demolition permit. Mr. Royston, the Building Inspector had contacted Mr. A.R. 'Pete' Dunning to place a stop work order on the project until the necessary permits were obtained. Mr. Dunning did get the required permits after the fact. Members were upset that the building could be demolished without penalty and reiterated that they would like the opportunity to be informed when a building is going to be demolished in order to document the historic significance and discuss with the property owner tax credits and other incentives for restoring such structures. Mr. Stieg brought a section of joist from the demolished building and asked if the Commission would consider sending a letter to Mr. Dunning and the Board of Directors for the cemetery. After discussion, members directed staff to write a letter to the owner of the property for Ms. Arnett's signature, write a letter for the Building Inspectors signature to be sent to area contractors with the information, and develop a brochure to be handed out at the building department regarding demolition of historic resources.

**Adjournment** On motion by Mr. York, seconded by Mr. Kruhm, the Commission unanimously agreed to adjourn to the next regular meeting scheduled for March 15<sup>th</sup> at 4:00pm.

  
 Betsy Arnett, Chair

  
 Alison Teetor, Clerk to the Commission

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes – 15 March 2017**

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 15 March 2017 at 4:00 p.m.

**Present:** Betsy Arnett, Robin York, Bob Stieg, and Anne Caldwell

**Absent:** Jon Joyce, Doug Kruhm, Page Carter

**Staff:** Alison Teetor, *County Natural Resource Planner*, Brandon Stidham, *Planning Director*, and Maral Kalbian, *County Architectural Historian*

**Approval of Agenda:** On motion by Mr. Stieg, seconded by Mr. York, the agenda was unanimously approved.

**Approval of Minutes:** On motion by Ms. Caldwell, seconded by Mr. Stieg, the minutes of January 18, 2017 were approved.

**Report of the Chair:** Ms. Arnett stated that she and Ms. Kalbian have been working on the update of the driving tour brochure. A copy was provided to the Commission for review. She also stated that the letter approved by members last month regarding the demolition of the house at Old Chapel was sent to Pete Dunning, Chair of the Board of the Burwell Cemetery with copies to all members. Commission members discussed if there was an opportunity to work collaboratively with the Board to conduct an archeological study on the property. Ms. Kalbian will talk to Bob Jolley to see if he thought it would be a worthwhile project. Mr. Stieg agreed to talk to Bob Randolph, a member of the Board to see if they would be interested. This opened a discussion about the possibility of additional archeological studies. Ms. Caldwell suggested citizens could be solicited for match for grant applications. On motion of Ms. Caldwell seconded by Mr. York, members agreed to send a letter to open discussion about an archeological survey at Old Chapel stating that it provides an opportunity to gather historical information from an important crossroads location.

**Award Nominees:** Ms. Kalbian provided a list of potential award recipients. After discussion members agreed to nominate Frank Scheer for the renovation of the Train Station in Boyce, the 323 S. Church St. LLC for renovation of the Sours house on Church St., Scott Lesler and Frederick and Suzanne Eblen for renovation and adaptive reuse of the Retreat House, and Casey Trees for stewardship of Springsbury.


**Report of the Architectural Historian:** Mr. Stieg noticed that the Civil War marker at Mt. Carmel had been damaged. Maral contacted VDOT who repaired the monument. Ms. Kalbian stated that she has had several inquiries regarding historic properties. Specifically she had been contacted by Rick Sullivan regarding the Little Chapel Cemetery at Guildfield Baptist Church. This is an African-American Church and Mr. Sullivan has an interest in renovating the Church. Members suggested they could be a potential applicant for the preservation funds if approved by the Board. Members discussed sending the Pastor a letter asking if the Church would have any interest in pursuing the project. Ms. Kalbian suggested that members reach out to their Board of Supervisor to encourage funding of the HPC request. Finally, she stated that research for the book is proceeding and she is on track to complete Phase 1 by the July 1 deadline.

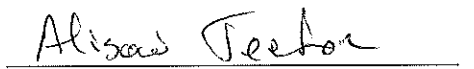
**CLG/Other grant projects:** Members discussed options for the upcoming CLG grant cycle. One option is to apply to complete phase 2 of the Book. Ms. Kalbian said she has a lot of projects currently and is not sure she would be able to complete the work in the required time frame and would actually like additional time to complete and add to the detailed outline phase. She informed the HPC of the work she

has been conducting with Bob Jolley on the fish weirs in the Shenandoah River and suggested that this might be a worthwhile CLG project as the resources are understudied and under threat. Matching funds could potentially be provided by organizations like the Downstream Project that could help match a CLG grant. In addition, the information obtained from the study could be included in the Book. After discussion, Mr. Stieg moved seconded by Mr. York that the FY18 CLG application is for a Phase 1 archeological study of the fishing weirs in the Shenandoah River.

**New Business:** Mr. York reported that the owner of the old gas station in White Post has agreed to donate the structure to the White Post Village Association. This is great news as it will insure its stabilization and retention as an historic icon in White Post.

**Adjournment:** On motion by Ms. Caldwell, seconded by Mr. York, the Commission unanimously agreed to adjourn to the next regular meeting scheduled for May 17<sup>th</sup> at 11:00am. at the Camino Real Restaurant, the awards luncheon will follow.

  
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Betsy Arnett, Chair

  
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Alison Teetor, Clerk to the Commission

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes - 17 May 2017**

**Certificate of Appropriateness - Public Hearing**

White Post Village Association requests a Certificate of Appropriateness for renovating the existing 1920 gas station building located on the property identified as Tax Map #28A-A-36 at 217 White Post Road and the adjacent livery stable building located on the property identified as Tax Map# 28A-A-34 in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (HO). CA-17-02

**Present:** Betsy Fields, Page Carter, Doug Kruhm, Robin York, and Bob Stieg

**Absent:** Jon Joyce, Anne Caldwell

**Staff:** Alison Teetor, *County Natural Resource Planner*, Brandon Stidham, *Planning Director*

**Others:** Jane Ailes, adjacent property owner.

Ms. Arnett explained the process. Mr. York stated that his wife is an officer of the White Post Village Association (WPVA) so he will abstain from voting but would describe the request. The WPVA proposes to stabilize and renovate the gas station and adjacent building. For the gas station, the first step is to remove the lateral additions which are collapsing. They then intend to seal the entrances, repair the front spires, and chimney. Repair the doors and reglaze the windows. For the adjacent building the side addition will be removed.

Ms. Teetor explained that a public hearing is required in accord with Section 3-E-3-e of the Clarke County Zoning Ordinance, as the applicant is required to obtain a building permit. She stated that Ms. Kalbian had reviewed the request and stated that it met all requirements of the ordinance. A site visit, attended by Ms. Arnett, Ms. Carter, Mr. York, and Mr. Kruhm was conducted just prior to the meeting. Staff recommends approval of the request.

Ms. Arnett asked if Commission members had any questions for the applicant. Ms. Carter asked what will happen to the area once the collapsing additions are removed. Mr. York responded that any depressions will be filled with dirt and seeded with grass seed. Mr. Kruhm stated that he had seen some historic pictures that showed the structures in 1910 or 1920. The additions on these building appear to be of later materials and poor craftsmanship. For the adjacent building he wondered if the front addition could be left. Mr. York stated that they will try to preserve that section but won't know if it's possible until the removal takes place. Mr. Stieg and Ms. Carter stated that they would prefer to take the buildings back to the way they were when they were originally constructed. Hearing no further comments from Commission members, Ms. Arnett opened the public hearing. Ms. Ailes, an adjoining property owner, stated that she had no issue with the applicant's request, but was attended because she wanted to understand what was proposed. She also stated that there is a photograph in the Post Office that shows the adjacent building but not the gas station, and urged members of the WPVA to take a look if they haven't already.

Hearing no additional comments Ms. Arnett closed the Public Hearing.

On motion of Mr. Stieg, seconded by Mr. Kruhm, members approved the request of the White Post Village Association requests a Certificate of Appropriateness for renovating the existing 1920 gas station building located on the property identified as Tax Map #28A-A-36 at 217 White Post Road and the adjacent livery stable building located on the property identified as Tax Map# 28A-A-34 in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (HO). Mr. York abstained.

  
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Betsy Arnett, Chair

  
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Alison Teetor, Clerk to the Commission

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes - 17 May 2017**

A regular meeting of the Historic Preservation Commission was held at the Camino Real Restaurant 16 Crow St., Berryville, Virginia on 18 May 2016 at 11:00 a.m. The annual award luncheon was held immediately following the regular meeting.

A public hearing was held for White Post Village Association who requested a Certificate of Appropriateness for renovating the existing 1920 gas station building located on the property identified as Tax Map #28A-A-36 at 217 White Post Road and the adjacent livery stable building located on the property identified as Tax Map# 28A-A-34 in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (HO) just prior to the regular meeting. Minutes for this meeting are in a separate document. CA-17-02

**Present:** Betsy Arnett, Page Carter, Doug Kruhm, Robin York, and Bob Stieg

**Absent:** Jon Joyce, Anne Caldwell

**Staff:** Alison Teetor, *County Natural Resource Planner*, Brandon Stidham, *Planning Director*

**Approval of Agenda:** On motion by Mr. York, seconded by Ms. Carter, the agenda was unanimously approved.

**Approval of Minutes:** On motion by Mr. York, seconded by Mr. Stieg, the minutes of March 15, 2017 were approved.

**Report of the Chair:** Ms. Arnett reported that the executive committee had approved a Certificate of Appropriateness for Phyllis Cullen, for the property located at 2037 Millwood Rd., Tax Map# 30A-A-59. Ms. Cullen intended to replace the façade of the building which did not require a building permit. She is replacing siding, windows, and the front stairs and will repaint the exterior of the building. Ms. Arnett stated that Ms. Cullen is also working on the inside of the building and hopes to rent it as office space. Ms. Arnett also informed the Commission that the Driving Tour Map and Civil War Monument brochure have been updated and are at the printers. Thanks to Mr. Kruhm and Mr. Joyce for distributing the remaining first addition brochures. She stated that Shenandoah University has a new interpretive display describing the Battle of Cool Spring.

**Report of the Architectural Historian:** Ms. Kalbian was not present so Ms. Teetor provided an update. She stated that she and Mr. Stidham met with the finance committee regarding the budget requests for the preservation fund and the public relations. Both were turned down as the Board had too many unanswered questions as to how the preservation funds would be used. The finance committee did agree to fund \$1,000 for the purpose of developing a preservation plan that would outline eligibility, criteria for acceptance, and return on investment. Ms. Teetor will apply for a CLG grant to fund development of the plan. Another budget issue was Ms. Kalbian's hourly rate and number of hours worked. This year she has exceeded the allowable hours and her rate has increased to \$135/hour. The FY18 budget has been set so the Commission will need to get started on a FY19 budget request. Mr. Stieg suggested that the Commission meet in July to discuss a budget strategy. Another new project that Ms. Kalbian is working on is a Civil War grant program administered by the National Park Service that can be used to restore civil rights sites. Ms. Kalbian is working with residents on Josephine Street and has identified 5 log buildings that could be eligible for restoration.

**CLG/Other grant projects:** Ms. Teetor stated that she is working on the CLG grants for the Preservation Fund Plan and the Fishing Weir investigation. In addition a second grant, the Threatened Sites program

fund, is an archeology grant that is state funded. This will be used to match the CLG grant thereby reducing the funds needed from the Easement Authority and Piedmont Environmental Council. The applications are due the end of May.

**Hurricane Sandy Grant:** A final coat of plaster is the only item needing completion and the contractor was waiting for warm weather before application. He hopes to have the project completed by the end of June. An open house will be scheduled sometime this summer.

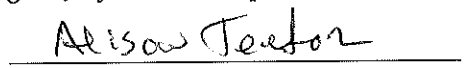
#### Annual Preservation Awards

In recognition of May as National Preservation Month, the Commission presented its sixteenth annual Historic Preservation Awards to citizens of Clarke County who have made distinctive efforts to preserve and maintain the historic structures and places of the County that are essential to defining its unique cultural identity. The 2017 award recipients were:

1. Teri Dunphy  
Certificate of Merit for the Rehabilitation of the 323 S. Church St.
2. Pat & Suzanne Eblen and Scot Lessler  
Certificate of Merit for the Rehabilitation and Adaptive Reuse of The Retreat (The Judge Parker House)
3. Dr. Frank Scheer  
Stewardship Award for the Preservation of the Boyce Train Station
4. Casey Trees  
Stewardship Award for the Preservation of Springsbury Farm

**Adjournment**                      On motion by Mr. Kruhm, seconded by Mr. York, the Commission unanimously agreed to adjourn to next regular meeting on July 19<sup>th</sup> at 4:00 pm.

  
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Betsy Arnett, Chair

  
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Alison Teetor, Clerk to the Commission

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes – 20 September 2017**

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 20 September 2017 at 4:00 p.m.

**Present:** Betsy Arnett, Page Carter, Anne Caldwell, and Bob Stieg

**Absent:** Doug Kruhm, Robin York

**Staff:** Alison Teetor, *County Natural Resource Planner*, Brandon Stidham, *Planning Director*

**Approval of Agenda:** On motion by Ms. Caldwell, seconded by Mr. Stieg, the agenda was unanimously approved.

**Approval of Minutes:** On motion by Mr. Stieg, seconded by Ms. Carter, the minutes of March 15, 2017 were approved. Ms. Caldwell abstained.

**Report of the Chair:** Ms. Arnett reported that she had a meeting with Jean Lee of the Millwood Community Association. She stated that the Association is concerned about the number of structures that could be torn down due to deterioration and that new development will be incompatible with the existing homes and buildings. Ms. Arnett discussed the idea of Conservation Districts that are less restrictive than local historic districts and focus on scale rather than architectural details. Mr. Stidham opined that developing a Conservation District is a community driven process. He stated that this type of recommendation could be included in the Village Plan, a Comprehensive Plan component, but that won't be completed for 2-3 years. Mr. Stieg stated that there are really 2 questions demolition by neglect and what gets built in their place. Ms. Arnett opined that there could be a request to legislators from small communities like ours to address demolition by neglect outside of the requirements of the building code.

Ms. Teetor reported that the HPC was successful in getting a CLG to develop a Historic Preservation Plan. The intent is to research how to preserve historic structures and establish a plan for Clarke County. Ms. Kalbian added that in Charlottesville they established Conservation Overlays specifically because zoning doesn't necessarily consider scale and design in historic districts. If put in place, the HPC would be the review board. A major hindrance to preserving derelict historic buildings is establishing clear title. This will be researched as part of the grant as well.

A Certificate of Appropriateness application was submitted by Judy Duncan who is leasing 2037 Millwood Rd, owned by Phyllis Cullen, for an antique store. The application was for a sign and was approved.

**Report of the Architectural Historian:** Ms. Kalbian stated that the outline for the book had been completed and approved. Members asked if a hard copy could be mailed to them. Mr. Stieg commented that he was very impressed with the outline. He thought the proper historic resources were included and that it was a clear presentation. Phase 2 will be the subject of a 2019 grant application. She also stated that the fishing weir CLG grant application was not successful but questioned whether the Threatened Sited grant had been awarded. Ms. Teetor will check to see the status of that grant. Ms. Kalbian said she had met with the Berryville Town officials to discuss adjusting the Berryville Historic District boundaries and the potential for having a joint meeting between the ARB and HPC to share information.

She had been contacted by realtors listing Bloomfield. This is one of the oldest homes in the County, located off of Lewisville Rd. She stated it is set to be auctioned on October 5<sup>th</sup> and that the auctioneer had



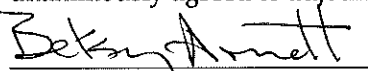
called her for information on tax credits. This is a contributing structure to the Longmarsh Rural Historic District. Other business included a call about windows for a house on Academy St., a call and site visit to 140 White Post Rd., this property was approved for demolition by the HPC in 2015. The house recently sold to new owners who thought they could renovate and flip the property. After meeting with Ms. Kalbian and the building inspector the house is again scheduled for demolition. She did some research on the Ebenezer Baptist Church in White Post. She reported that the Shepherds Mill house located at 501 Shepherds Mill Rd. was sold and the new owner plans to open a cidery. The house is a contributing structure in the Long Marsh Rural Historic District. Ms. Kalbian and Ms. Teetor made a site visit to Fairfield to document the historic resources for a proposed Conservation Easement. An additional project Ms. Kalbian is working on is a grant application to the National Park Service African American Civil Rights grant for the purpose of replacing the roof on the Josephine City Museum. Ms. Carter stated that the Shiloh Baptist Church also needs repair and may also qualify for this type of grant.

**Historic Resource Plan Update** Ms. Teetor handed out a draft plan that had been updated by Ms. Teetor and Ms. Kalbian. Members reviewed the changes and offered some additional goals. In addition, they discussed prioritizing the goals in terms of short and long term projects. The Commission agreed to develop the priorities at the November meeting.

**Hurricane Sandy Grant:** The final coats of plaster were applied to the land office in August and the project is officially finished. We hope to have an open house sometime this fall pending landowner permission.

**New Business** Mr. Stieg provided members with a brochure produced by the Shenandoah Valley Battlefields National Historic District. It is a driving tour brochure highlighting the Battles of Berryville and Cool Spring in Clarke County. Ms. Arnett stated she had been thinking of creating a heritage resources round table consisting of all the groups in the immediate area that are working with Historic Resources. She hopes the group could meet twice a year.

**Adjournment** On motion by Ms. Caldwell, seconded by Mr. Stieg, the Commission unanimously agreed to adjourn to next regular meeting on November 15<sup>th</sup> at 4:00 pm.



Betsy Arnett, Chair



Alison Teetor, Clerk to the Commission

**CLARKE COUNTY**  
**HISTORIC PRESERVATION COMMISSION**  
**Minutes – 15 November 2017**

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 15 November 2017 at 4:00 p.m.

**Present:** Betsy Arnett, Page Carter, Anne Caldwell, Doug Kruhm, Robin York, and Bob Stieg (arr. 4:20)

**Absent:** No one

**Staff:** Alison Teetor, *County Natural Resource Planner*, Maral Kalbian, *Architectural Historian*, Brandon Stidham, *Planning Director*

**Approval of Agenda:** On motion by Ms. Caldwell, seconded by Mr. York, the agenda was unanimously approved.

**Approval of Minutes:** On motion by Ms. Caldwell, seconded by Ms. Carter, the minutes of May 17, 2017 were approved with minor corrections. Mr. York and Mr. Kruhm abstained.

**Report of the Chair:** Ms. Arnett deferred to Ms. Kalbian for the report. Ms. Teetor reported that the Board will appoint Katherine Berger to replace Jon Joyce and may appoint Terri Catlett as the Board liaison at their November meeting.

**Report of the Architectural Historian:** Ms. Kalbian stated that the open house at Greenway Court went well and was attended by approximately 20 people. Cathy Kuehner wrote a great article for the Winchester Star describing the project. Ms. Caldwell commented that the structure had undergone a big transformation and it would be nice if the work could be shared with the community. Members suggested that a display could be put together with the mounted photos Ms. Kalbian used at the open house. These could be displayed at the Barns, the Mill, and the Historic Association museum.

Ms. Kalbian has been working on the demolition by neglect grant. The purpose of the project is to develop guidelines for funding stabilization of deteriorating historic structures, but it is very much tied to the issue of demolition by neglect. She is working with Ms. Arnett to develop a survey that can be sent to other CLG communities to see what they have done with this issue with regards to building code, enforcement, fines, etc.. Ms. Kalbian stated that she and Ms. Teetor went to Callander Farm and Walnut Hall to document historic resources for the Easement Authority. She is also working on the Historic Resources Plan update. Members discussed the proposed projects, current activities and goals. Ms. Kalbian will revise and provide a final draft at the January meeting.

**CLG grant applications** Members discussed future grant application projects. Ms. Arnett asked about the pod cast for the driving tour. That project had been postponed to complete the book outline but with that done, Ms. Kalbian thought she could work on that next year. Ms. Arnett shared an app that uses a geolocator to identify an individual's location and provide information about the site. Ms. Arnett will look into this as an option. Another application would be to complete phase 2 of the book.

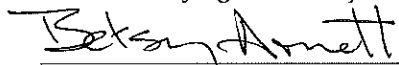
**Budget** Mr. Stidham suggested that in addition to the usual request for funds, that the HPC consider adding estimated match requests for grants. Staff will look back to see if an average could be developed from previous years.

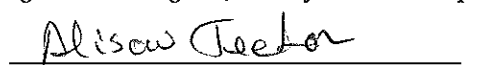
**New Business** Mr. Stieg provided members with information about the Battle of Berryville, the other civil war battle fought in Clarke County. He asked the group if they would consider applying for a grant to complete the nomination. He provided information that showed much of the potential National

Registry Boundary is intact. Staff will review potential grant opportunities. Mr. Stieg also asked if the historic district GIS layers could be added to maps online. Ms. Teetor will check with the IT Department.

Mr. York updated the Commission on the status of the White Post Gas Station restoration. He stated that the additions have been removed. The rear of the gas station has a large opening that is currently covered with tar paper and Mr. York asked if it was within the term of the Certificate of Appropriateness to cover this with T1 11 siding for the winter in order to protect the structure. Members agreed this would be within the scope and is only a temporary measure.

**Adjournment** On motion by Ms. Caldwell, seconded by Mr. Stieg, the Commission unanimously agreed to adjourn to next regular meeting on January 17<sup>th</sup> at 4:00 pm.

  
Betsy Arnett, Chair

  
Alison Teetor, Clerk to the Commission