

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes - 17 January 2018

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 17 January 2018 at 4:00 p.m.

Present: Betsy Arnett, Doug Kruhm, Robin York, Page Carter, Terri Catlett, Katherine Berger, and Anne Caldwell

Absent: Bob Stieg

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

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, Berger, Catlett, Carter). Ms. Arnett assumed the gavel. With nomination by Mr. York, seconded by Ms. Caldwell, Ms. Carter was elected Vice-Chair (Yes - York, Arnett, Kruhm, Berger, Caldwell, and Catlett).

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

Public Hearing A public hearing was held for Juliet Mackay-Smith for Locke & Co., LLC, who requested a Certificate of Appropriateness for adding an outdoor restroom facility on the property identified as Tax Map #30A-A-57 at 2049 Millwood Road in the Millwood Election District, zoned Neighborhood Commercial (CN) and Historic Overlay (H). CA-17-04. Minutes for this meeting are in a separate document.

Schedule of Meetings for 2018 After discussion the schedule of meetings for 2018 was accepted as presented.

Approval of Minutes On motion by Ms. Caldwell, seconded by Mr. York, the minutes of November 15, 2017 were approved.

Report of the Chair Ms. Arnett stated that she submitted session proposal to the NAPC FORUM in Des Moines on the use of conservation easements for rural historic preservation this summer. Unfortunately, NAPC received many more proposals than it had time slots and was unable to accept her proposal.

Report of the Architectural Historian Ms. Kalbian stated that she had received several calls regarding tax credits from Josephine Street, Smithfield Barn, Federal Hill, a cabin on the mountain owned by the Barbehenns, and Fairfield. She also had several conversations with the property owner who owns land on both sides of the Opequon adjacent to the low water bridge that crosses the Opequon Creek. VDOT had proposed to rebuild the bridge with access through the property with the assumption that the property owner supported the plan. Apparently he did not and at the recent Board meeting VDOT explained that the project will not be completed due to inadequate funding. Ms. Kalbian stated that gates could be installed to limit access during flood events - the gate closure would be administered by the Sheriff's Department. Ms. Kalbian also noted that the cabin on Rt. 340 across from Gun Barrel lane is being moved to Bel Voi.

Historic Resources Plan Ms. Kalbian had updated the Plan based on comments from the last meeting. Essentially adding to the list of responsibilities, current activities, list of accomplishments, and future goals. Ms. Caldwell suggested that a list of properties potentially eligible for individual listing on the National Register be added to the text. On motion of Ms. Caldwell, seconded by Mr. Kruhm, the commission approved the draft Plan and recommended approval to the Comprehensive Plan Committee.

CLG/Other grant projects Ms. Kalbian provided an update on the progress of the preservation grant. She stated that she and Ms. Arnett developed an online survey to distribute to other CLG's through Aubrey Von Lindern at the Department of Historic Resources. The survey is asking how other communities deal with demolition by neglect. Initial response was from 6 communities, none of which have programs. Ms. Von Lindern will send it out again in hopes of getting more responses. Ms. Kalbian has talked to the City of Charlottesville, and knows of several other communities that have programs. She also asked Donna Peake, Commissioner of the Revenue about the assessment database regarding derelict buildings and Ms. Peake stated it would be no problem to provide a list of those structures. Ms. Kalbian will continue to gather information on this subject.

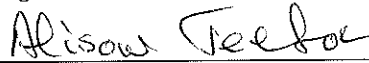
A second grant opportunity was discussed at the last meeting regarding potential National Register nomination for the Battle of Berryville. Mr. Stieg identified a grant source through the National Park Service, American Battlefield Protection Program, however the grant deadline was January 18th. Ms. Kalbian, Mr. Stieg, and Ms. Teetor met a couple of times to discuss the application process and determined that it would be better to wait until next year in order to have time to gather more information. Ms. Kalbian suggested that a subcommittee be established to discuss priorities for grant applications. Ms. Arnett, Ms. Carter, and Mr. Stieg will work with Ms. Kalbian and Ms. Teetor to suggest projects and funding sources.

New Business Ms. Arnett stated that she is planning to attend the legislative reception held by Preservation Virginia on February 8th in Richmond. Topics for discussion include tax credits, that do not appear to be in jeopardy at this time, communication companies asking for waivers from Section 106 requirements, and what to do with confederate monuments.

Adjournment On motion by Mr. York, seconded by Ms. Caldwell, the Commission unanimously agreed to adjourn to the next regular meeting scheduled for March 21st at 4:00pm.



Betsy Arnett, Chair



Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes - 17 January 2018

Certificate of Appropriateness - Public Hearing

Juliet Mackay-Smith for Locke & Co., LLC, requests a Certificate of Appropriateness for adding an outdoor restroom facility on the property identified as Tax Map #30A-A-57 at 2049 Millwood Road in the Millwood Election District, zoned Neighborhood Commercial (CN) and Historic Overlay (H). CA-17-04

Present: Betsy Arnett, Page Carter, Doug Kruhm, Robin York, Terri Catlett, Anne Caldwell and Katherine Berger

Absent: Bob Stieg

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

Others: Alex Lee, adjacent property owner, Mary Chatfield-Taylor, adjacent property owner, Snow Fielding, citizen

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. A site visit, attended by Ms. Arnett, Ms. Carter, Mr. York, Ms. Catlett, Ms. Berger, Ms. Caldwell, and Mr. Kruhm was conducted just prior to the meeting. The property owner, Juliet Mackay-Smith was also present at the site visit. Staff recommends approval of the request.

Ms. Arnett asked Ms. Kalbian to explain the request. She stated that on the site visit, the applicant explained that the structure would be tucked into the hillside, below the grade of the existing yard area with a retaining wall behind the restroom. She then described the review criteria as outlined in the checklist. She agreed in general with the proposal but suggested that a standing-seam-metal roof would be a more appropriate material than the proposed cedar shingles. Ms. Kalbian also suggested that the wooden siding be painted a neutral color similar to the color of the Buttery, rather than stained naturally. An additional element that was not on the original plan reviewed by Ms. Kalbian was the inclusion of a stone patio with brick walls in the area behind the Buttery and adjacent to the new restrooms. Ms. Kalbian suggested that the HPC not approve the wall and patio until additional details are provided by the applicant. Ms. Mackay-Smith was agreeable to Ms. Kalbian's suggestions. Ms. Kalbian recommended approval of the request.

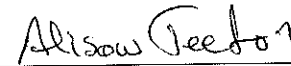
Ms. Arnett opened the public hearing. Ms. Mary Chatfield-Taylor lives at 626 Bishop Meade Road, located adjacent to the rear of the property where the improvements are proposed. Ms. Chatfield-Taylor stated that she was concerned about the potential expansion of the business into a restaurant that would result in utilizing the patio for seating, which could bring in more people and noise to the rear of the building. Another concern was the question of any additional parking that was required and where that would be located. Due to the visibility of the patio and restroom from her back deck, Ms. Chatfield-Taylor asked if landscape screening could be required on the site plan. Mr. Stidham stated that the ordinance does not specifically require new landscaping but that the HPC could request that the applicant install a planting voluntarily. Ms. Arnett thanked Ms. Chatfield-Taylor for her comments. Mr. Alex Lee lives at 24 Tannery Lane. Mr. Lee was also concerned about the potential for a significant increase in car parking and traffic in Millwood should Lockes Store add seating and become a restaurant. He was clear to state that Lockes is a great business but is concerned that expansion could have negative safety impacts especially during summer months. Ms. Arnett stated that Mr. Lee raised important issues but that they are beyond the purview of the HPC. Mr. Stidham stated that there had been a series of

public hearings held between July and October, 2017, at the Planning Commission and Board of Supervisors regarding a text amendment to exempt permitted uses on specific properties in Millwood that are zoned Neighborhood Commercial (CN) District and Historic (H) District from the off-street parking requirements. The exemption was established to preserve the historic character of these properties, which lack available lot areas to provide conforming off-street parking. He stated further that the parking issues were to be worked out between the local business owners and the Clarke County Historical Association, who own and operate the Mill. Ms. Carter asked about the proposed Village Plan that could further address the parking issue. Mr. Stidham stated that it would likely be two years before a Village Planning process would be initiated. Ms. Caldwell, who is also on the Planning Commission, stated that the County is hopeful that the community would recommend solutions in a grass roots approach rather than the Board or Planning Commission imposing a top down solution. Mr. Lee agreed that this would be a good approach. Ms. Arnett closed the public hearing. On motion of Ms. Carter, seconded by Mr. York, the Commission unanimously approved the request to add an outdoor restroom facility behind Lockes Store with the following conditions:

- 1) The roof shall be standing-seam metal using standard color such as black or dark green
- 2) The wood siding shall be stained an opaque color similar to the stain on the Buttery
- 3) The applicant is requested but not required to screen the restroom and patio from the neighbor to the north with evergreens.
- 4) The approval of the patio and brick walls will be reviewed by the Executive Committee prior to construction.



Betsy Arnett, Chair



Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes - 3 April 2018

Certificate of Appropriateness - Public Hearing

Kevin Nicewarner and Chris Darlington, George Cline, agent, request a Certificate of Appropriateness to construct a single family dwelling on the property identified as Tax Map Parcel 28A-A-66 located at 140 White Post Road in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (H). CA-18-02

Present: Betsy Arnett, Page Carter, Doug Kruhm, Bob Stieg, Terri Catlett, and Anne Caldwell

Absent: Robin York, Katherine Berger

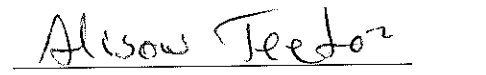
Staff: Alison Teetor, *County Natural Resource Planner*, Maral Kalbian, *Architectural Historian*

Others: George Cline, *contractor*, Kevin Nicewarner, *property owner*, Cathy Kuehner, *Winchester Star*

Ms. Arnett explained the process and asked Ms. Kalbian to give a summary of the request. Ms. Kalbian went through the checklist describing that the size, orientation, proposed building materials, and color selections were all in keeping with other homes in the district. She did have some suggestions with regards to the building details including use of simulated divided light windows, not installing shutters as they are not functioning, adding a window in the front door and larger windows and two doors for the garage. Ms. Teetor provided samples of the building materials as provided by the applicant. Ms. Arnett asked if the Commission had any questions. Ms. Carter asked about the wood porch and suggested that the wooden porch supports be enlarged to 6"x6" with chamfered corners and simple wood trim at the top and bottom. Commissioners agreed the door should be burgundy and since there will be no shutters, that the trim around the windows be a minimum of 3 ½" wide. The applicant agreed to the suggested changes. Ms. Arnett opened the public hearing. No one was present to speak therefore she closed the public hearing. On motion of Ms. Caldwell, seconded by Mr. Stieg members unanimously approved the request to build a new single family dwelling per the plans provided was approved with the following conditions:

1. There will be no shutters on the front of the house (as shown on the drawings)
2. The windows will have 3 ½" trim
3. The windows will be true-divided light
4. The garage door windows will be larger than shown on the specification sheet and there will be two garage doors instead of the single one shown on the drawings
5. The wooden porch supports will be 6"x6" with chamfered corners and simple wood trim at the top and bottom
6. The wooden rectangular vents on the gable ends will be 24"x18" in size
7. The front door will be burgundy in color with a rectangular ½ light and two panels beneath


Betsy Arnett, Chair


Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes - 3 April 2018

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 3 April 2018 at 1:00 p.m. This meeting was originally scheduled for March 21st but that meeting was postponed due to inclement weather.

Present: Betsy Arnett, Doug Kruhm, Page Carter, Terri Catlett, Bob Stieg, and Anne Caldwell
Absent: Katherine Berger, Robin York
Staff: Alison Teetor, *County Natural Resource Planner* and Maral Kalbian, *County Architectural Historian*
Other: Cathy Kuehner, Winchester Star

Approval of Agenda On motion by Ms. Carter, seconded by Mr. Stieg the agenda was approved as presented.

Approval of Minutes On motion by Mr. Stieg, seconded by Ms. Carter, the minutes of January 17, 2018 were approved. On motion of Ms. Carter, seconded by Mr. Stieg the minutes for the Public Hearing for a Certificate of Appropriateness for Lockes Store, January 17, 2018 were approved.

Report of the Chair Ms. Arnett stated that she attended the CLG training in Lexington. The workshop offered information on disaster plans, preservation and several other topics. She felt it was very informative and encouraged other members to attend a similar workshop planned for August 3rd in Winchester. Ms. Kalbian noted that Commission members should attend training sessions in order for the County to maintain CLG status. She stated that the Commission used to put on its own in house training sessions but has not for several years. Members suggested staff reach out to DHR and see if a session could be scheduled at one of the regular meetings. Ms. Arnett also shared that she presented information about the Historic Preservation Commission to the Millwood Community Association. The group was particularly concerned about demolition by neglect. Ms. Arnett told the group what the HPC has been doing and described the concept of a Conservation Overlay Districts. She explained that this would likely be discussed when the Village Planning process occurs in 2019. Ms. Arnett also shared that she is working on a National Register nomination for Stone's Chapel, which is located off Crums Church Rd. close to the intersection with Old Charlestown Rd. She reported that she was able to find documents, through a contact with Roanoke College that validated when the church was constructed.

Report of the Architectural Historian Ms. Kalbian stated that she had worked on two Certificate of Appropriateness applications: the redesign of McDonalds at Waterloo in the Historic Access Overlay District and the new house construction in the White Post local historic district. She suggested that it might be time to revisit the design guidelines, which were written in 1986. She stated that a lot has changed and she found a report that describes elements that should be included and will share with the group at the next meeting. Regarding the demolition by neglect CLG grant, she has been writing the report with recommendations using information provided by other localities. Ms. Arnett suggested conducting a survey of residents with degraded homes to identify the cause of the neglect, she stated she would be willing to put together a survey that could be mailed or emailed. Ms. Kalbian stated that she had spoken the Commissioner of the Revenue, Donna Peake, who stated that the assessment database does categorize derelict homes and Ms. Kalbian has a list of 68 structures meeting that description. She will bring the list to the next meeting.

Annual Awards Luncheon Ms. Kalbian brought a copy of the list of potential awardees discussed last year. The luncheon is scheduled for Wednesday May 16th at noon at the Camino Real Restaurant in Berryville. After discussion members agreed the 2018 awardees would include Play Garden for

stewardship of the property placed in Conservation Easement and now being used as a vacation rental, Jeff Digges, for his cooperation during the restoration of Greenway Court and for his work on rehabbing the main house, Shenandoah University for their work on the Cool Spring Battlefield, and Phyllis Cullen for her rehabilitation of her commercial building in Millwood. The regular meeting will be held just prior to the awards luncheon at 11:00 am.

CLG/Other grant projects Ms. Kalbian described her work on the preservation grant under her report, but added that the grant is composed of two parts, the regulatory component involving the building code and the preservation fund which the Commission asked for \$10,000 funding last year. She has been focusing on the regulatory side to date. Regarding other grants, she was pleased to announce that the Commission was successful in applying for the Civil Rights grant from the National Park Service that will be used to replace the roof and other associated exterior components at the Josephine Museum. The grant award was \$17,855. In addition, the next round of CLG grant applications are due May 15th. Members discussed potential projects and agreed to have a subcommittee consisting of Ms. Arnett, Ms. Carter, Mr. Stieg, and Ms. Kalbian meet prior to the next meeting to discuss and prioritize the projects including the Battle of Berryville, updates of National Register nominations, updating the design guidelines, and Phase II of the Book. On motion of Mr. Stieg, seconded by Mr. Kruhm, members voted to approve Phase II of the book as the next CLG application.

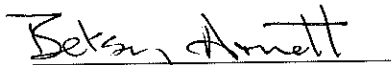
New Business

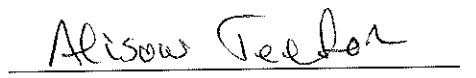
Historic Resources roundtable - Ms. Arnett is hoping to organize a roundtable for preservation groups working in the County to share ideas and challenges. She stated that she estimates that there are 15-20 organizations that could be included. The meeting could be held at the Barns of Rosehill potentially in September. Mr. Stieg stated that he has participated in similar meetings and suggested that it was important for the meeting to have goals and a clear message of what is hoped to be accomplished.

Old Chapel - Ms. Carter stated that she had been approached by a member of the Board of Trustees for Old Chapel who stated that there was a plan to replace the doors and windows at Old Chapel. Members quickly agreed to send a letter to all Board members expressing concern and offering technical assistance to insure historic standards are maintained.

Canes Cemetery - Ms. Arnett reported that she had spoken to Mary Morris of the Historical Association and Ms. Morris was interested in finding out more and potentially protecting the Canes Cemetery on Senseny Road. Members agreed it was a worthwhile project but wasn't sure who would be able to do the necessary work.

Adjournment On motion by Ms. Caldwell, seconded by Ms. Carter, the Commission unanimously agreed to adjourn to the regular meeting scheduled for May 16th at 11:00am with the awards luncheon to follow at the Camino Real Restaurant.


Betsy Arnett, Chair


Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Subcommittee meeting
Minutes - 23 April 2018

A subcommittee meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 23 April 2018 at 4:00 p.m. This meeting was called to discuss grant priorities for the coming year.

Present: Betsy Arnett, Page Carter, and Bob Stieg

Absent: no one

Staff: Alison Teetor, *County Natural Resource Planner* and Maral Kalbian, *County Architectural Historian*

Staff presented a list of potential grant-funded projects that had been discussed by the HPC during the past several years. The list included the following:

- Battle of Berryville PIF
- Updating older National Register nominations
- Updating the design guidelines
- Completion of the Architectural History book
- Podcast of the Driving Tours
- Documentation of the Shenandoah River fish weirs
- Northwest Rural Historic District PIF

The committee discussed the various projects and agreed that all should be pursued at some point as funding allows. Funding opportunities discussed included:

- CLG Grants
- DHR Cost Share Program
- American Battlefield Protection Program (ABPP)
- H.O. Peet Foundation Grants

The committee recommends completing the book as the top priority for CLG grants. They further recommend dividing the remaining work into three phases: 1) completing the outline by bringing relevant National Register nominations up to date; 2) completing the manuscript; and 3) the layout and publication. Staff will complete an application for an FY 2019 CLG grant for the first of the remaining phases.

Updating the design guidelines for the local historic districts is another top priority and may be funded through the Department of Historic Resources cost share program. Staff will contact Blake McDonald of DHR for more information.

The Battle of Berryville PIF was discussed as a priority for seeking funding through the ABPP. Mr. Stieg agreed to look into the application process through the National Park Service.

Staff had previously received a verbal commitment from Adam Foster of the H.O. Peet Foundation to fund the development of the driving tour podcasts. Staff will follow up with Mr. Foster.

Ms. Carter brought up additional projects related to under-represented history, including archaeological studies of Native American sites and adding an African American context to National Register nominations such as Annfield.



Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes – 22 AUGUST 2018

Certificate of Appropriateness - Public Hearing

Juliet Mackay-Smith for Locke & Co., LLC, requests a Certificate of Appropriateness for an addition on the property identified as Tax Map #30A-A-57 at 2049 Millwood Road in the Millwood Election District, zoned Neighborhood Commercial (CN) and Historic (H). CA-18-03

Present: Betsy Arnett, Bob Stieg, Doug Kruhm, Robin York, and Terri Catlett
Absent: Page Carter, Katherine Berger, Anne Caldwell
Staff: Alison Teetor, *County Natural Resource Planner*, Maral Kalbian, *Architectural Historian*
Others: Juliet Mackay-Smith, property owner, Mary Chatfield-Taylor, adjacent property owner

Ms. Arnett opened the meeting and read a statement as to the purpose of the Public Hearing. She stated that approval of a Certificate of Appropriateness (COA) is required to build a new structure or change or demolish an existing structure that has been determined by the County to contribute to the historic character of an area. In reviewing a request, the Historic Preservation Commission (HPC) shall not approve a COA unless the applicant's proposal is architecturally compatible with the motif and character of the Historic District. The HPC shall base its decision on whether the proposed action conforms to the criteria set forth by the Secretary of the Interior's Standards for Rehabilitation.

She explained the process stating that Ms. Mackay-Smith will summarize the changes to the building as compared to the previous public hearing (CA-17-04). The Ms. Kalbian will give her review, followed by discussion of the members and public comments.

Ms. Mackay-Smith stated that she has decided to put an addition on the rear of the building that would include a larger dish washing room and the restrooms, rather than just having standalone restrooms. A site plan and elevations were included in the packet. Ms. Mackay-Smith also provided pictures of materials that would be used for the patio and fencing. She would like to include a 7' high fence surrounding the patio that would have a stone base with a bluestone cap and wood fence above. She will plant 3 Arborvitae trees on either side of the 18" poplar tree shown on the site plan to screen the patio from the neighbor.

Ms. Kalbian reviewed the checklist that was included in the packet. She stated that the proposal does meet all 8 criteria but she had some suggestions regarding the proposed doors and windows. The doors should be wood and be paneled door with four lights, more in keeping with traditional designs of doors in the district. Also, having lights of privacy glass in the two bathroom doors would allow for some natural light, while still maintaining a traditional appearance. The paired frieze windows should be single lights as opposed to small six-light rectangular panes will help

with light infiltration, be less visually busy, and be more in keeping with traditional designs for windows of that proportion. She also stated that have windows on the back of the building might not make sense as there is not much height above the bank. She suggested light tubes might be used to provide additional light in the bathrooms.

Ms. Mackay-Smith was agreeable to Ms. Kalbian's suggestions. Ms. Kalbian recommended approval of the request.

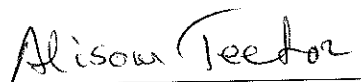
Ms. Arnett opened the public hearing. Ms. Mary Chatfield-Taylor lives at 626 Bishop Meade Road, located adjacent to the rear of the property where the improvements are proposed. Ms. Chatfield-Taylor asked about the use and hours of operation. Ms. Arnett reiterated that this hearing is for reviewing the architectural design and how it fits in with the historic character of the commercial area of Millwood. All questions regarding use should be directed to the Zoning Administrator. Hearing no further comments, Ms. Arnett closed the public hearing.

On motion of Mr. York, seconded by Mr. Kruhm, the Commission unanimously approved the request to add an addition to the back of Locke's Store, the patio material, wall/fence, and landscaping with the following conditions:

1. The roof shall be standing-seam metal using standard color such as black or dark green.
2. The wood siding shall be stained an opaque color similar to the stain on the Buttery.
3. The patio will be screened from the neighbor to the north with 6 Arborvitae, 3 on each side of the existing 18" poplar tree, as shown on the site plan prepared by Dunn Land Surveying, revised August 15, 2018.
4. The wall and fence will not exceed 7' in height and consist of a stone, stone veneer, or stamped concrete base, a blue stone cap, and wood privacy fence above.
5. The patio material will be blue stone or stamped concrete.
6. The dishwashing area of the addition will have a paneled wood door with 4 lights and the paired frieze window shall have single lights. The doors to the restrooms will be similar wood doors but have 2 lights of privacy glass.
7. Light tubes may be used to provide additional light in the restrooms.

There being no further business the meeting was adjourned at 4:30 pm.


 Betsy Arnett, Chair


 Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes – 3 October 2018

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 3 October 2018 at 4:00 p.m. This meeting was originally scheduled for September 19th but was postponed due to a scheduling conflict with the Chair.

Present: Betsy Arnett, Page Carter, Terri Catlett, Bob Stieg, Katherine Berger, and Robin York

Absent: Doug Kruhm, Anne Caldwell

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

Other: No one

Approval of Agenda On motion by Ms. Berger, seconded by Mr. York the agenda was approved as presented.

Approval of Minutes On motion by Mr. Stieg, seconded by Ms. Carter, the minutes of April 3, 2018, regular meeting were approved. On motion of Ms. Carter, seconded by Mr. Stieg the minutes for the April 3, 2018, Public Hearing for a Certificate of Appropriateness for Nicewarner-Darlington, were approved. On motion of Mr. Stieg, seconded by Ms. Carter, the April 23, 2018, minutes of the subcommittee discussing grant priorities as projects were approved. On motion of Mr. York, seconded by Mr. Stieg, the August 18, 2018, minutes of the Public Hearing for a second Certificate of Appropriateness for Lockes Store were approved.

Report of the Chair Ms. Arnett stated that she plans to attend the Preservation Virginia Conference October 18th and 19th in Danville. She also reported that she is nearing completion of the National Register Nomination for Stones Chapel.

Historical Markers Ms. Arnett asked the group if they would be interested in reviewing and potentially updating the text of the historical highway markers. A list of the markers and when they were last updated was included in the packet. Members discussed the various markers and identified some potential new sites. Each marker costs approximately \$2,000. Mr. Stieg and Ms. Arnett agreed to serve on a subcommittee to discuss changes, additions, and funding sources. A subcommittee meeting will be scheduled in November.

Historic Resources Roundtable Ms. Arnett suggested again that the Commission consider hosting a round table for all organizations having an interest in historic resources in Clarke County. The meeting would primarily focus on the role of each organization and an opportunity to share successes and challenges. Members agreed that it is important that the meeting have a purpose and goal. Ms. Arnett suggested that a list of organizations and contact information be put together and that the meeting could be held in late February or early March. Members suggested that the calendars of other organizations be reviewed to insure that there are as few conflicts as possible. The item will be put on the November agenda for further discussion. Maral prepared a preliminary list for staff to use as a basis for who to invite to the round table.

Oral Histories of properties threatened by demolition by neglect Ms. Arnett asked if members would be interested in capturing oral histories for historic buildings that may be demolished. She thought Shenandoah University students might be able to complete the interviews. Ms. Kalbian stated that Nathan Stalvey was working on a similar project and potentially we could partner with the Clarke County Historical Association (CCHA). The recordings, photos, and other materials could be archived at the CCHA. Ms. Arnett will speak with Mr. Stalvey to coordinate.

Report of the Architectural Historian Ms. Kalbian stated that she completed the demolition by neglect report in late June. Members had not received a copy of the report so Ms. Kalbian reviewed the contents. She began with the issue of defining what is demolition by neglect; is it willful, financial, or for other reasons that owners cease to maintain their property. She described the challenges with trying to prevent neglect from happening. She included the information obtained through the survey monkey from other CLG communities. She spoke with County officials including the Building Inspector, Jamie Royston who stated that Clarke County has not adopted the property maintenance section of the building code that would address structure maintenance. He added that currently there is not enough staff to address the issue even if the code was adopted. Ms. Kalbian also spoke with Donna Peake, the Commissioner of the Revenue, she provided a list of 72 derelict buildings that were identified during the last assessment, some of which were not historic buildings. Ms. Kalbian went through the list, visited the properties and took photos and included a column for inclusion in a local historic district. This spreadsheet was added to the report. The Treasurer, Sharon Keeler, provided information on when a property is delinquent on taxes for 2-3 years the County turns the records over to a law firm in Fredericksburg to sell the property at auction. Often times a clouded title is the issue as no one family member can claim ownership and therefore is less likely to want to invest in the property. In conclusion Ms. Kalbian stated that the report is a good start to addressing the problem and probably the best way to address the problem is to meet with property owners one on one to understand the individual challenges to property maintenance and provide information on how these challenges might be overcome. She suggested that the report be presented to the Board of Supervisors once a more definitive approach is identified. Members agreed to continue the discussion at the November meeting.

Ms. Kalbian reported that she met with Pete Dunning regarding the proposed replacement of the doors and windows at Old Chapel, in addition Mr. Dunning discussed repairing the balcony and plaster on the interior of the building. Ms. Kalbian suggested that she and the HPC could provide information to assist with the appropriate materials and asked to have permission to document the current conditions. Ms. Kalbian is continuing to work on the McDonald's remodeling to insure compliance with the Certificate of Appropriateness. She is working on Phase 2 of the book, the replacement of the roof on the Josephine Museum, and land owners interested in tax credits including the new owners of Hazelwood and Doris Green's house in Millwood.

Ms. Berger left at 5:10 pm.

ABPP application for Battle of Berryville nomination Mr. Stieg stated that the grant round for American Battlefield Protection would be coming up this winter. Last year he discussed the idea of submitting an application that would pay for the development of a Preliminary

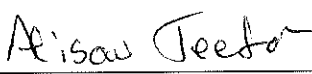
Information Form (PIF) for the Battle of Berryville. On motion by Mr. Stieg, seconded by Mr. York members approved submitting an application to develop the PIF for the Battle of Berryville.

New Business - Budget Mr. Stidham suggested that the Commission consider if additional funds will be needed above the current budget allocation, such as for grant match. Currently the HPC budget is \$9,900 which includes \$8,500 for consulting services. Staff was directed to determine if the current budget is adequate particularly if there is an increased demand for meeting with residents to discuss demolition by neglect.

Adjournment On motion by Mr. York, seconded by Ms. Carter, the Commission unanimously agreed to adjourn to the regular meeting scheduled for November 28th at 4:00pm.



Betsy Arnett, Chair



Alison Teetor, Clerk to the Commission

**CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Subcommittee meeting
Minutes - 14 November 2018**

A subcommittee meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 14 November 2018 at 4:00 p.m. This meeting was called to discuss updating historic highway markers.

Present: Betsy Arnett and Bob Stieg

Absent: no one

Staff: Alison Teetor, *County Natural Resource Planner* and Maral Kalbian, *County Architectural Historian*

Ms. Arnett provided an updated spreadsheet describing all the highway markers in the County. The purpose of the meeting was to identify which markers are missing, which ones need text updates, and what new ones could be developed.

As the cost to replace or install new signs is roughly \$2,000 a primary consideration is the funding sources. Ms. Kalbian reported that the Department of Historic Resources may have funds for signs related to minority communities.

The group discussed that several markers commemorating African American communities might be located near the Millwood Water Tower. Other suggestions for new markers include, Wild Bill Donovan, Floyd Dominy (The architect of the last great era of Western dam construction, including the Glen Canyon Dam, which created Lake Powell); Stones Chapel, the Smithy House, and other Berryville structures that could be located in the Town Park.

Based on discussion additional updates will be provided at the November HPC meeting.


Alison Teetor, Clerk to the Commission

CLARKE COUNTY
HISTORIC PRESERVATION COMMISSION
Minutes - 28 November 2018

A regular meeting of the Historic Preservation Commission was held at the Town/County Government Center, 101 Chalmers Court, Berryville, Virginia on 28 November 2018 at 4:00 p.m.

Present: Betsy Arnett, Page Carter, Terri Catlett, Anne Caldwell, and Robin York
Absent: Doug Kruhm, Bob Stieg, Katherine Berger
Staff: Alison Teetor, *County Natural Resource Planner* and Maral Kalbian, *County Architectural Historian*, Brandon Stidham, *Planning Director*
Other: No one

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

Approval of Minutes On motion by Mr. York, seconded by Ms. Carter, the minutes of October 3, 2018, regular meeting were approved, Ms. Caldwell abstained. On motion of Ms. Caldwell, seconded by Mr. York the minutes for the November 14, 2018 subcommittee meeting discussing historic markers were accepted.

Report of the Chair Ms. Arnett stated that she attended the Preservation Virginia Conference October 18th and 19th in Danville. There were no new applications for Certificates of Appropriateness.

Historical Markers Ms. Arnett reported that the subcommittee consisting of Mr. Stieg, Ms. Arnett, and Ms. Kalbian met to review the verbiage, status, and locations of existing markers. Ms. Arnett asked the group if they had ideas for new markers that would cover gaps in history not currently reflected in the current markers. An example would be a marker detailing the history of the apple industry. She stated that the Department of Historic Resources is limiting approval for markers that have statewide significance. Ms. Catlett suggested that a marker could be developed highlighting the thoroughbred racing industry at Audley, home of the first Triple Crown winner. Other marker suggestions were river crossings, the fishing weirs, African American communities, and local industry. All agreed that no additional Civil War markers are needed. In all 6 existing markers need to be updated and the Commission will look for funding opportunities. The group suggested that updates and replacement of missing markers should be prioritized. This will be discussed at the next meeting.

Historic Resources Roundtable Ms. Teetor reported that she had created a spreadsheet from the names of organizations provided by Ms. Arnett. She has identified some contacts and will continue to work on populating the missing information.

Oral Histories of properties threatened by demolition by neglect This is a continued discussion from the October meeting. Members agreed that the buildings selected should be prioritized based on the level of threat and significance. One suggestion was the Old Schoolhouse in Boyce. Interviewing people that are associated with these structures can help

with educating people on potential lost history and may in time help with repairs. Ms. Arnett has reached out to Nathan Stalvey and the Clarke County Historical Association (CCHA), who seems interested in working together on the project.

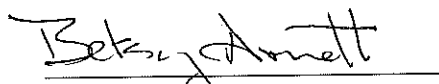
Report of the Architectural Historian Ms. Kalbian stated that roof on the Josephine Museum is almost finished and that the project has gone well. She has talked to Mr. Dunning regarding the replacement of the doors and windows at Old Chapel and stated that he seems amenable to working with the HPC to insure that the improvements are historically correct. Ms. Kalbian suggested that Calder Loth, former Director of the Department of Historic Resources, could come to speak to the Board of Old Chapel. Members agreed that would be a good idea. She also had been made aware that Bethel Church was interested in replacing windows and refinishing flooring. She asked the group if members would authorize the Chair to send a letter offering assistance. On motion by Ms. Carter, seconded by Mr. York, members authorized Ms. Arnett to write a letter offering technical assistance to the church. Ms. Kalbian also reported that she is continuing to work on the book. She will need to add or update 35 properties to VCRIS. She reviewed an additional change to the Lockes Store addition for the Planning Commission. Ms. Mackay-Smith requested adding a shed roof to connect the Buttery to the Store in order to satisfy the Clarke County Sanitary Authority requirement to connect the buildings in order to avoid two availability fees for water and sewer hookup.

ABPP application for Battle of Berryville nomination Ms. Teetor reported that she contacted the Park Service regarding the grant application period and the representative stated that they haven't posted anything yet regarding a deadline. Ms. Teetor will check periodically to see if any new information is posted. The representative did confirm that no match is required.

Budget - Ms. Teetor included a memo in the packet regarding the potential budget request from the HPC to the Board for the FY20 budget cycle. At the last meeting Mr. Stidham suggested that the Commission consider if additional funds will be needed above the current budget allocation, such as for grant match. Currently the HPC budget is \$9,900 which includes \$8,500 for consulting services. The recommendation is to request an increase from \$9,900 to \$10,125 to cover increased costs associated with demolition by neglect issues. Ms. Kalbian stated that there are general cost overruns not associated with demolitions. An additional budget request would be to request the match for Phase 3 of the book that DHR seems eager to finish. The amount for the match from the Board would be \$2,500 for a total request of \$12,625. On motion of Mr. York, seconded by Ms. Caldwell, members approved the budget request.

New Business - Ms. Caldwell mentioned that Project Hope was for sale, the property includes Carter Hall which is listed on the National Register of Historic Places. Ms. Arnett invited everyone to the Stones Chapel Christmas service to be held December 2nd at 6 pm.

Adjournment On motion by Mr. York, seconded by Ms. Carter, the Commission unanimously agreed to adjourn to the regular meeting scheduled for January 16th at 4:00pm.


Betsy Arnett, Chair


Alison Teetor, Clerk to the Commission