

# Clarke County

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## HISTORIC PRESERVATION COMMISSION

AGENDA (REGULAR MEETING)

Wednesday - 2024 September 18 - 4:00 p.m.

Town/County Government Center

101 Chalmers Court

Berryville, VA 22611



1. Call to Order
2. Approval of Agenda
3. Approval of minutes for August 7, 2024 [Attachment]
4. Public Comments
5. Report Executive Committee
6. Staff Report
7. Historic Consultant's Report
8. CLG/other Grant projects
  - Historic District Guidelines Update Project
    - CLG Grant Application Update
9. Old Business
10. New Business
11. Commissioner Comments
12. Adjournment

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

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



# Historic Preservation Commission

**DRAFT** MINUTES – Special Meeting

Wednesday, August 7 – 4:00PM

Berryville/Clarke County Government Center

ATTENDANCE:			
Katherine Berger (Chair)	<b>A</b>	Billy Thompson	<b>A</b>
Page Carter (Vice-Chair)	<b>A</b>	David Weiss (BOS Liaison)	<b>A</b>
Jesse Russell	✓	Robin York	✓
Bob Glover (PC Liaison)	✓	Deborah Liggins	✓

**Staff:** Jeremy Camp (Sr Planner / Zoning Administrator) and Maral Kalbian (County Architectural Historian)

**Other:** None

**Call to Order:** Mr. Camp called the meeting to order at 4:00PM due the absence of the chair and vice-chair who both had previously reported that they would not be able to attend the special meeting this month, as well as Commissioner Thompson. He noted that there is still a quorum.

Mr. Camp called for a motion for a temporary chair. He stated that Commissioner York has seniority among the attending members. Mr. Glover motioned for Mr. York to be the temporary chair. The motion was seconded by Commissioner Liggins. The motion passed unanimously among the commissioners present, 4-0.

Motion to elect Robin York as temporary chair for the meeting.			
Berger	--	Thompson	--
Carter	--	Weiss	--
Russell	<b>AYE</b>	York (Temp. Chair)	<b>AYE</b>
Glover	<b>AYE</b> <i>moved</i>	Liggins <i>seconded</i>	<b>AYE</b>

Mr. Camp introduced Jesse Russell, the newly appointed HPC member that will be replacing the vacancy left with the departure of Betsy Arnett. Mr. Camp and other members welcomed Mr. Russell.

## Approval of Agenda

Temp. Chair York called for a motion on the approval of the agenda. Commissioner Russell made the motion for approval, seconded by Commissioner Liggins. The motion passed unanimously among members present, 4-0.

Motion to approve the Historic Preservation Commission agenda for August 7, 2024.			
Berger	--	Thompson	--
Carter	--	Weiss	--
Russell	<b>AYE</b> <i>moved</i>	York	<b>AYE</b>
Glover	<b>AYE</b>	Liggins <i>seconded</i>	<b>AYE</b>

## Approval of Minutes from the May 15, 2024 HPC Meeting

Temp. Chair York called for a motion to approve the minutes from the May 15, 2024 HPC Meeting. This was the meeting held at Blandy Farm. Commissioner Glover made the motion for approval, seconded by Commissioner Liggins. The motion passed 3-0-1, with Mr. Russell abstaining because he was not present at the meeting.



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<b>Motion to elect Robin York as temporary chair for the meeting.</b>			
Berger	--	Thompson	--
Carter	--	Weiss	--
Russell	<b>Abstain</b>	York (Temp. Chair)	<b>AYE</b>
Glover	<b>AYE</b> <i>moved</i>	Liggins <i>seconded</i>	<b>AYE</b>

## Public Comments

None

## Public Hearing

### Certificate of Appropriateness (CA-24-03) – 213 White Post Road

Mr. Camp introduced the Applicant who was present at the meeting, Ms. Ailes. He proceeded with a summary of the Staff Report. Mr. Camp said that the Executive Committee met on July 17<sup>th</sup> and reviewed Ms. Ailes application for various improvements to her property at 213 White Post Road. Mr. Camp explained that Executive Committee approved the proposed changes that qualified as minor alterations per the code. However, he noted that the replacement of the roofing of the house and detached garage required approval by the full HPC and a public hearing. The application also included the removal of a window in the gable portion of the detached garage that was not listed as a contributing structure. Mr. Camp reviewed the details of the application. The new roof material for both structures would be standing seam metal, the same as the current roofing. He identified the Historic Consultant's report that recommended approval. Ms. Kalbian provided some additional details of the application and reiterated her recommendation for approval, commending the like-for-like replacement that helps to preserve the historic integrity of the house and overall historic district.

Temp. Chair York opened the public hearing. The applicant, Ms. Ailes, spoke briefly explaining that she is trying to maintain the house and is mindful of the historic district guidelines. Temp. Chair York closed the public hearing with no other speakers present.

Commissioner Glover asked about the age of the house. The applicant said the house is from the 1870s and the garage was built in the 1920s. She said the roof material is original and is just worn-out and in need of replacement. Commissioner Glove asked how the roof was worn-out. The applicant explained that there were a number of different problems. She emphasized that there were changes to the roof and guttering, and some of the work was done poorly, such as poor seams and inappropriate products.

With no other comments, Temp. Chair York called for a motion on the application. Commissioner Glover moved to approve the application. The motion was seconded by Commissioner Liggins. The motion passed 4-0.

<b>Motion to elect Robin York as temporary chair for the meeting.</b>			
Berger	--	Thompson	--
Carter	--	Weiss	--
Russell	<b>AYE</b>	York (Temp. Chair)	<b>AYE</b>
Glover	<b>AYE</b> <i>moved</i>	Liggins <i>seconded</i>	<b>AYE</b>



# Historic Preservation Commission

**DRAFT** MINUTES – Special Meeting

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## Report of the Executive Committee

Mr. Camp stated that he already gave an update of how the executive committee met to review the application for 213 White Post Road. No other business was conducted by the executive committee.

## Staff Reports

Mr. Camp had no new reports. Temp. Chair York inquired about the status of the Legge case. Mr. Camp explained that there was another court hearing where Mr. Legge was found in contempt of court and a judgement was issued for the fines (approximately \$91K). He said that the next steps would be decided by the Board of Supervisors after consultation with the County Attorney.

## Historic Consultant's Report

Ms. Kalbian reported that she has received inquiries over the phone by citizens. This included questions about tax credits and some questions about African American Cemeteries. She mentioned that a book done by the Roystons that included an inventory of the known African American Cemeteries in Clarke County. She said that in the past the HPC has talked about potentially applying for a CLG grant to research and further inventory and map the African American Cemeteries. She discussed how the known cemeteries were developed after the Civil War and that not much is known about where African Americans were buried prior to then. Mr. Russell said they were often buried beside the family cemeteries, but were not maintained over the years. Ms. Kalbian mentioned that she and Mr. Camp met with an owner in White Post, Casandra Moore (125 White Post Road). She is interested in a partial demolition and renovation of the historic house. Mr. Camp said that he forwarded her information that Maral had prepared to assist with her preparing an application. The information consisted of a template for her to follow with the information needed. Ms. Kalbian said she also received a call from DHR about their interest to put back up the Long Marsh Rural Historic District Marker which has been missing for several years due to someone hitting the sign. She was asked by DHR to review the text of the sign to make sure it was still appropriate. She said that she did review it and there was no need for any changes. Ms. Kalbian also said that they had the John Underwood Historic Marker unveiling on Juneteenth and there were about 35 people present. Both her and Chair Berger spoke briefly at the gathering.

## CLG/Other Grant Applications

Mr. Camp said that DHR has approved the grant for the update of the historic district guidelines. The Board of Supervisors met to consider funding for it. He said the Board approved the funding. However, the grant application was on a temporary hold until DHR received their funding, which may be a couple months.

## Old Business

None (it was acknowledged that Ms. Kalbian had already provided an update about the John Underwood Historic Marker unveiling).

## New Business

None



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## Commissioner Comments

None

## Adjournment

There being no further items to discuss, the Historic Preservation Commission unanimously adjourned at approximately 4:32PM.

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Robin York, Temporary Chair

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Jeremy Camp, Clerk



## Clarke County Planning Department

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Berryville, Virginia 22611

(540) 955-5132

[www.clarkecounty.gov](http://www.clarkecounty.gov)

**TO: Historic Preservation Commission (HPC)**

**FROM: Jeremy Camp, Senior Planner / Zoning Administrator**

**RE: CLG Grant: Update of Historic District Guidelines**

**DATE: September 18, 2024**

The Request for Proposals (RFP) has been posted for the consulting services needed to complete the Update of Historic District Guidelines project that is part of the County's recently awarded CLG Grant. Bids are due by 3PM on September 24, 2024. Below is a link to where the RFP documents are posted on the County's website:

<https://www.clarkecounty.gov/Home/Components/RFP/RFP/226/1240>

A copy of the project description from the RFP is attached to this memo.

## VI. SCOPE OF WORK

- A. Clarke County is interested in hiring a consultant who will draft new historic district guidelines for both the Millwood and White Post local overlay historic districts.
- B. The selected vendor will use their experience and qualifications to draft new historic district guidelines through a process that incorporates public outreach and education.
- C. The selected vendor will be expected to work with County staff to ensure that the process and final product meets the requirements of the Virginia Department of Historic Resources' (DHR). A copy of the DHR Certified Local Government Grant Manual can be seen on the County's website ([www.clarkecounty.gov](http://www.clarkecounty.gov)) under business and procurement notifications).

D. **Project Description:**

The updated historic district guidelines will serve the following eight (8) purposes:

1. They will be the primary resource for objective decision making by County officials in regards to the review of applications for Certificates of Appropriateness (COA) that are required for construction, rehabilitation and demolition projects within the Historic (H) Overlay District.
2. They will be a valuable planning tool for builders and design professionals that are hired to design and construct development projects within the Historic (H) Overlay District.
3. They will provide education information to the general public about the local, state, and federal historic districts in the Clarke County.
4. They will support existing long-range planning goals identified in the Clarke County Historic Resources Plan, a component plan of the Clarke County Comprehensive Plan.
5. They will promote the preservation of historic resources and enhance the character of historic districts through the use of best practices for construction, rehabilitation and demolition projects that are proposed with the Historic Overlay District and in other historic districts located within Clarke County.
6. They will more effectively ensure that the Secretary of the Interior's Standards for Rehabilitation are met for new projects in the historic districts.
7. They will create a more transparent and fair decision-making process.
8. They will establish different guidelines for the two distinct historic districts in Clarke County that are subject to the Certificate of Appropriateness under the Historic Overlay District.

E. The historic district guidelines will be setup in a chapter structure with page numbers. The following chapters will be included in the guidelines:

1. Introduction & Acknowledgements (with cover page)
2. Table of Contents
3. History of the Millwood Commercial Historic District and White Post Commercial Historic District
4. Architecture of the historic districts
5. Incentive Resources for property owners (tax exemption programs, technical assistance, etc.)
6. Planning and Permitting Overview
7. Various chapters for the different architectural elements and project types
8. Appendix, including a design review checklist, maintenance inspection checklist, assessment and application forms, list of other recommended changes (ie. recommended text amendments or boundary changes to the local historic districts), and a disaster planning checklist for property owners

Minor changes to the above chapter structure may be made as determined during the drafting and public outreach process and after consultation with the DHR Certified Local Government Coordinator of the Virginia Department of Historic Resources. The consultant shall also provide approximately 2 hours of training of the HPC on the new historic district guidelines, including training on how to best use the forms included within the appendix.

The project will include final product deliverables that will consist of both in-print and online formats of the updated historic district guidelines. The document shall be user-friendly in design with color graphics, illustrations, photos, resource links, and source references. Ten (10) bound copies of the in-print format shall be provided at the project conclusion. In addition, a digital copy shall be provided of the completed in-print document that will allow the County to easily update and reproduce the document as needed in the future. The online format will mirror the in-print document, but shall be setup as a separate interactive .pdf that will be incorporated into the County's website. It shall include hotlinks that provide for easier navigation between the different chapters of the document and to the referenced resources. The interactive .pdf shall also be in a format that allows for the County to update it in the future as needed.

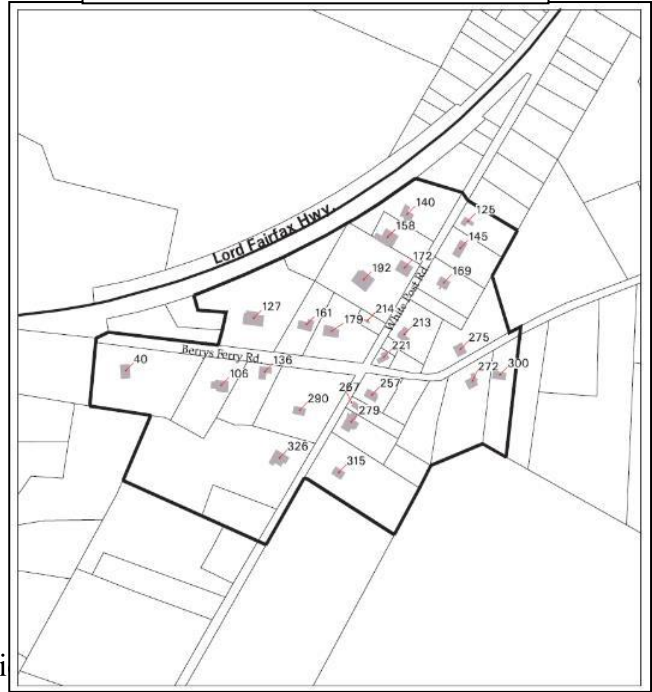
The H Overlay District consists of designated areas within the Millwood Commercial Historic District (021-0192-0008) and the White Post Historic District (021-0066), both of which are on the Virginia Landmarks Register and the National Register of Historic Places.



**Millwood Commercial Historic**



**White Post Historic District**



County Zoning Ordinance. These existing guidelines include a list of general statements and a reference to the Secretary of the Interior’s Standards for Rehabilitation. No significant changes to them has occurred since the H Overlay District was codified several decades ago. The Clarke County Historic Resources Plan (2018) identifies a need to update the historic district guidelines, but limited funding and other projects have delayed that progress. The HPC has established the update of the historic district guidelines as their primary project for the immediate future.

A number of identified deficiencies in the current guidelines will be addressed with this project. These deficiencies are reflected in the 8 purposes noted in the Project Description. This includes a need to create a more objective review process for COA applications submitted by property owners. The current evaluation process relies heavily on the County’s historic consultant. The lack of clear detail in the guidelines can result in property owner’s perceiving the process as more subjective rather than objective. It can also result in inconsistencies in the decision making process over time. Maintaining an objective evaluation process that property owners can easily understand will help address these problems and bring more education and knowledge to the County’s historic resources. The public outreach process will be vital in this process. Another important need is the development of guidelines that are customized to the unique characteristics of the two different local historic districts. The current guidelines apply to both, yet one is a commercial village area and the other is overwhelmingly rural residential. Establishing historic district guidelines specific to each of the two local historic districts will ensure that the unique character of each local historic district is preserved.

The project will incorporate an approach that includes community involvement in the drafting and completion of the updated historic district guidelines. Public outreach will ensure that all affected parties are represented in the project. Affected parties includes property owners, residents, design

professionals, builders, stakeholder groups, merchants, institutions, and other agencies located in the Commercial Millwood and White Post historic districts. Outreach and engagement efforts will include a steering committee, historic district survey, one public information meeting for each historic district, and a public hearing. The steering committee will be comprised of HPC members, a representative of Town Council, a representative of the Planning Commission, County Staff, and the Clarke County Historic Consultant. The steering committee will meet regularly during the course of the project to evaluate the work of the hired consultant. The historic district survey will take place early in the timeline of the project to solicit input from the affected parties. The survey results will help shape and develop the guidelines. Below is the timeline for the project tasks represented in three general phases. Minor changes may be made after hiring of the consultant for the project and in consultation with the DHR Certified Local Government Coordinator of the Virginia Department of Historic Resources.

Phase 1- Project Preparation Phase: Project Kick-off, Formation of Steering Committee, Review of Existing Resources and Data, and Drafting of Historic District Survey

Phase 2-Work Phase: Historic District Survey and Public Outreach, Review of Survey Results, Guidelines Development, Draft Guidelines Review by Steering Committee

Phase 3- Review and Approval Phase: Public Information Meetings, Edits to Draft Guidelines, Final Guidelines Approval.

Clarke County Staff, and the in-house historic consultant, are available to provide limited assistance throughout the project to ensure the project goals are achieved. However, the chosen consultant will be responsible for completing the project tasks.

The Clarke County HPC and County Staff, with the assistance from the County's historic resource consultant, Maral Kalbian, underwent a historic resources survey of both the Commercial Millwood and White Post H Overlay District in late 2023 in preparation of updating the historic district guidelines. This work provides up-to-date information on the historic resources that are within the local historic districts and should reduce the project cost of Phase 1. A copy can be seen on the Clarke County webpage, [www.clarkecounty.gov](http://www.clarkecounty.gov), under business and procurement notifications. Click on this respective RFP on the webpage to see the updated historic resources survey.

. Estimated Timeline (The below dates are estimates can be slightly adjusted; however, the project must be completed no later than August 31, 2025.)

<b><u>Date (Month/Year)</u></b>	<b><u>Work Item</u></b>
September 2024	Procurement of Consultant
September/October 2024	Project Kickoff
October 2024	Formation of Steering Committee
October 2024	Review of Existing Resources and Data
November 2024	Drafting of Historic District Survey
December 2024/January 2025	Historic District Survey and Public Outreach
February 2025	Review of Survey Results
March 2025	Guidelines Development
April 2025	Draft Guidelines Review by Steering Committee
May 2025	Public Information Meetings and Edits to Draft Guidelines
June 2025	Final Guidelines Approval