

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

A scheduled meeting of the Buckhannon Historic Landmarks Commission was held in Council Chambers at City Hall, 70 East Main on October 25, 2017 at 5:30 pm with the following in attendance:

Vincent Smith	Building/Code/Zoning Officer	Present
Jeannie Rylands	Member	Present
Erika Klie Kolenich	Member	Absent
Jamie O'Brien	Member	Absent
Robbie Skinner	Member-City Council Designee	Present
Noel Tenney	Upshur Historical Society	Present
Amberle Jenkins	Assistant Recorder	Present
Guest	C J Rylands	

**Meeting Agenda Posted 10-16-17**

***Buckhannon Historic Landmarks Commission- 5:30 pm in Council Chambers Meeting  
Agenda for October 25, 2017***

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
  - B.1 C J Rylands- Discussion re: Creating & Mounting Historic Building Plaques
- C. Consent Agenda
  - C.1 Approval of Minutes - Regular meeting 07-17-17
- D. Financial Report
- E. Correspondence & Information
  - E.1 2018 Meeting Schedule
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Discussion-Sign Project
  - F.2 Discussion-Future Projects
  - F.3 Discussion-Façade & Lighting in Historic Districts
- G. Board Members Comments and Announcements
  - G.1 Next Scheduled Quarterly Meeting - January 17, 2018
- H. Adjournment

**POSTED 10-16-17 (Rescheduled Meeting date of 10-16-17)**

Noting that a quorum was present Chairman Smith called the meeting to order lead by a moment of silence and pledge to the US flag.

**Creating and Mounting Historic Building Plaques discussion- C J Rylands**

Mr. Rylands was in attendance to answer questions about the historic sign markers placed around town. He presented a sample of the sign design that Create Buckhannon is currently using to describe history of buildings. The signs are vinyl and mounted on 12" x18" steel plates. There are currently 9 to 10 of these signs and about 5 more to print. Create Buckhannon or owner of building absorbs the cost of these signs. They will collaborate with anyone that wants one for their property.

The following points were discussed:

- The Commission members discuss the design, color, wording and placement of signs.
- Noel Tenney suggested that the signs should be reviewed by person/group that has knowledge of the history. Some of the signs posted have misinformation.
- Mr. Rylands asked Mr. Tenney to help review the information on signs.
- The Historic Landmarks Commission is the logical group that should review and keep files of historic signs in town.

- A review period of 30 days should be allotted. Since Historic Landmarks only meets every quarter, information could be submitted to group by email.
- Commission discussed that some of the signs format has so much wording it is hard to read them.
- Some signs have been place by Create Buckhannon some by the City of Buckhannon.
- Commission agreed that signs should be designed with continuity.
- Contributing groups should be recognized on the signs. This would be Upshur County Historical Society; Create Buckhannon and City of Buckhannon.
- Mr. Rylands was very receptive of suggestions and collaborating with any groups that want to participate.

**Motion Skinner/Rylands to recommend that historic sign markers placed by Create Buckhannon should be reviewed by Historic Landmarks Commission prior to installation for accuracy and format. Motion carried.**

The Commission asked that this information be presented to City Council to inquire if they would be willing to work for uniformity of the sign markers placed in Buckhannon so as not to be arbitrary.

**Consent Agenda:**

- **Approval of Minutes- Regular meeting 07-17-17**

**Motion Skinner/Smith to approve the minutes of the meeting held July 17, 2017. Motion carried.**

**Financial Report:**

Mr. Smith informed members the savings account balance is \$3,019.96.

**Correspondence and Information:**

- **2018 Meeting Schedule**

**HISTORIC LANDMARKS COMMISSION 2018 MEETING SCHEDULE**

**3<sup>RD</sup> MONDAY OF EACH QUARTER AT 6:00 P.M. AT CITY HALL COUNCIL CHAMBERS**

- **WEDNESDAY, JANUARY 17, 2018 (DUE TO HOLIDAY)**
- **MONDAY, APRIL 16, 2018**
- **MONDAY, JULY 16, 2018**
- **MONDAY, OCTOBER 15, 2018**

\*\*\*Working sessions, whereby, research can be conducted by members at the Historical Society Repository every Tuesday evening, 4:30 p.m. to 6 p.m. \*\*\*

**Strategic Issues for discussion and/or vote:**

- 1. Sign Project** – No report.
- 2. Discussion – Future Projects** - Heavener Cemetery is an ongoing project, but no action has been taken.
- 3. Discussion – Façade and Lighting in Historic Districts:** Mr. Smith explained that there is nothing in regulations that would keep signage and lighting from being placed in areas that do not fit in the theme of historic areas. Now that Buckhannon has designated historic districts it may be time to approach this matter. In discussing the matter, Noel Tenney reminded the group that they have no design committee. Historic Landmarks could make recommendations but has no authority since there is no design committee. At the time that Historic Landmarks Commission established, the City Council did not want that implemented, but at the time there were not any designated historic districts. They requested the subject be brought up to City Council.

**Board Member Comments:**

- Jeannie Rylands reported that she submitted the annual report to WV SHPO.

With no further business to be conducted, motion Skinner/Rylands to adjourn at 6:29 pm. Motion carried.

**Chairman Vincent Smith**

**City Recorder Susan Aloï**