

**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 17 April, 2017 at 6:00 pm with the following in attendance:

Vincent Smith	Building/Code/Zoning Officer	Present
Jeannie Rylands	Member	Absent
Erika Klie Kolenich	Member	Present
Jamie O'Brien	Member	Present
Robbie Skinner	Member-City Council Designee	Present
Noel Tenney	Upshur Historical Society	Present
Barbara Hinkle	Office Clerk	Present

**Meeting Agenda Posted 04-10-17**

***Buckhannon Historic Landmarks Commission - 6:00 pm in Council Chambers Meeting Agenda for April 17, 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**
- C. **Consent Agenda**
  - C.1 **Approval of Minutes - Regular meeting January 23, 2017**
- D. **Strategic Issues for Discussion and/or Vote**
  - D.1 **Signage Project**
  - D.2 **Heavner Cemetery Designation Project**
  - D.3 **Future Projects**
- E. **Board Members Comments and Announcements**
  - E.1 **Next Scheduled Quarterly Meeting -July 17, 2017**
- F. **Adjournment**

POSTED 04-10-17

Chairman Vincent Smith called the meeting to order at 6:03pm.

- **Moment of Silence**
- **Pledge of Allegiance**

**Guests:** No guests were present.

**Consent Agenda**

- **Approval of Minutes - Regular meeting January 23, 2017. Motion [Skinner/Kolenich] to approve the minutes from 01-23-2017 HLC meeting Motion passed.**

**Correspondence**

- **Vincent Smith submitted the following as informational only:**



April 12, 2017

CLG Coordinator  
Bluefield Historic Landmark Commission  
City of Buckhannon  
City Hall, 70 East Main Street  
Buckhannon, WV 26201

**Historic Preservation Services  
City of Buckhannon**

Dear Sir or Madam:

As the City of Buckhannon continues its commitment to historic preservation by identifying and maintaining historic districts and buildings within the City, please consider GAI Consultants, Inc. for your future historic preservation and documentation needs. The Cultural Resources group at GAI includes a multi-disciplinary group of architectural historians, archaeologists, and preservation professionals with clients in both the public and private sectors. Operating from several offices across the nation, including Canton, Ohio, and nearby Pittsburgh, Pennsylvania, and Fort Wayne, Indiana, we have completed several successful historic preservation projects in communities throughout West Virginia, including Ritchie, Wetzel, Kanawha, and Roane Counties. GAI provides an array of historic preservation services, including historic resource surveys, site plan reviews, design guidelines, and public education and outreach, among others. Our multi-disciplinary approach allows us to develop innovative and efficient ways to meet our clients' needs. We are proud of our record of successful projects in the region and we look forward to working with the City of Buckhannon.

- ▶ Historic district surveys
- ▶ National Register of Historic Places nominations
- ▶ Historic preservation planning
- ▶ Architectural design guidelines
- ▶ Site plan and site design review services
- ▶ GIS mapping of historic sites, structures, or overlay districts
- ▶ Archival research and historic context preparation
- ▶ Archaeological assessments and archaeological protection plans

If you are interested in discussing your preservation needs and potential projects, or plan on issuing a Request for Proposals for any upcoming historic preservation work, please contact me at:

Tegan D. Balocchi  
Project Architectural Historian  
GAI Consultants, Inc.  
1502 Magnavox Way  
Fort Wayne, Indiana 46804  
Phone: 260.969.8856  
Fax: 260.969.8888  
Email: t.balocchi@gaiconsultants.com

Chair, Historic Landmark Commission  
April 12, 2017

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We look forward to hearing from you, and look forward to the opportunity to develop a relationship with the City of Buckhannon. Please feel free to contact us with any questions you may have.

Sincerely,  
**GAI Consultants, Inc.**

*Tegan D. Balocchi*  
Tegan D. Balocchi  
Project Architectural Historian

TDB/pcn

**Strategic Issues for Discussion and/or Vote**

- **Signage Project** – Erika Kolenich presented the following sign design:



**Motion Skinner/Kolenich to accept Sign Design B. Motion passed unanimously.**

- **Heavener Cemetery Designation Project** - Nothing new to report , after discussions the board decided to table the project.

**Future Projects** – The board discussed the following future projects for the National Register :

- Island Avenue, South Buckhannon, Signs at the Heavner Cemetery and the West End of Main Street. Vincent asked to narrow down to one. Erica suggested for the board to vote on the one that is the most interesting and beneficial and then decide to complete a grant application for the initial survey.
- The board discussed doing projects that did not fall under the National Registry Nominations, such as doing work with the districts that are already established such as signage for residential and business in the historical area.
- Discussion regarding to send a letter to businesses and residential areas as identified in the historic district for input and suggestions for placement of plaques/signage. –(Reference to 01-25-16 Minutes)
- The board held discussions on what funds are available and how they can be used, after discussion the board decided to table any projects until the July meeting so they can determine what funds are available and how they can be used.

**Board Members' Comments and Announcements:**

- Board Members had nothing to comment.

**The next regularly scheduled quarterly meeting of the Historic Landmarks Commission is July 17, 2017 at 6pm.**

**With no further business to be discussed the meeting adjourned at 6:52 pm .**

**Chairman Vincent Smith**

**City Recorder Susan Aloï**