

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

A regular meeting of the Buckhannon Historic Landmarks Commission was held in Council Chambers at City Hall, 70 East Main on October 18, 2021 at 6:00pm with the following in attendance (GTM - GoToMeeting):

Vincent Smith	Chair - Building/Code/Zoning Officer	Present
Jack Reger	Vice-Chair - City Council Designee	Present - by Phone
Erika Klie Kolenich	Member	Present
Sheena Phillips Boso	Member	Present
Jamie O'Brien	Member	Present - by GTM
Noel Tenney	Upshur Historical Society	Present
Randy Sanders	City Recorder	Present
Amby Jenkins	Assistant Recorder/Director of Finance	Present

Guests: None

*City of Buckhannon Historic Landmarks Commission
October 18, 2021 - 6:00pm at City Hall in Council Chambers*

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. Consent Agenda

- C.1 Approval of Minutes 07/19/2021 & Working Session 06/09/2021

D. Financial Report

E. Correspondence & Information

- E.1 Annual Report FY 2020-2021 WV State Historic Preservation Office
- E.2 2022 HLC Meeting Schedule

F. Strategic Issues for Discussion and/or Vote

- F.1 Continued Discussion to Develop suggestions to be made available to property owners on the appearance and maintenance of structures deemed Historic in nature
- F.2 Continued Discussion Residential Design Criteria Guidelines Conversion
- F.3 Scheduling and Agenda for Public Meeting

G. Board Members Comments and Announcements

H. Adjournment

Posted 10/14/21

A. Call to Order - The Chair, Vincent Smith, asked all to join him in a Moment of Silence. This was followed by the pledge to the US flag.

B. Recognized Guests

- B.1** None

C. Consent Agenda

C.1 Approval of Minutes 07/19/2021 & Working Session 06/09/2021

Motion to approve the minutes of 07/19/2021 & Working Session of 06/09/2021 was made by Kolenich/Reger. Motion carried.

D. Financial Report - Mr. Smith reported that we had a balance of \$3,026.55 on hand.

E. Correspondence & Information - The Chair reviewed the following with the members.

Discussion on each took place.

E.1 Annual Report FY 2020-2021 WV State Historic Preservation Office - Commission Member Kolenich reported that she had completed and submitted the report. She provided the members a review of the report.

September 3, 2021

West Virginia State Historic Preservation Office
The Cultural Center
Attn: Susan Pierce
1900 Kanawha Blvd. East
Charleston WV 25305-0300

Dear Ms. Pierce,

Please find enclosed the Buckhannon Historic Landmarks Commission's Annual Report for the period July 1, 2020 through June 30, 2021. If you have any questions, feel free to contact City Hall at 304-472-1651.

Sincerely,

Vincent Smith

Historic Landmarks Commission Chairman Vincent Smith

**BUCKHANNON HISTORIC LANDMARK COMMISSION/CERTIFIED LOCAL
GOVERNMENT ANNUAL REPORT**

I: Contact Information

Commission Name : Buckhannon Historic Landmark Commission
Mailing Address : 70 E. Main St. Buckhannon, WV 26201
Primary Email : vincent.smith@buckhannonwv.org

Commission Members

A: Vincent Smith : Chairman Building Code Enforcement Officer
vincent.smith@buckhannonwv.org
B: Jack Reger : City Council Representative and Vice-Chair
jack.reger@buckhannonwv.org
C: Erika Klie Kolenich : 2021-2023
ehklie@krielawoffices.com
D: Jamie O'Brien : 2020-2022
william.obrien@steptoe-johnson.com
E: Sheena Phillips Boso : 2020-2022
Sheena1422@gmail.com
F: Noel Tenney UC Historical Society: Non-Voting Ex- Officio Member
noelwttenney@yahoo.com

Buckhannon City Recorder, Randy Sanders, serves as the Secretary/Clerk to the Commission as a non-voting member.

II: Local Legislation

1. Copies of any new ordinances, amendments, regulations, bylaws, or guidelines enacted during this period. *The local building codes were updated to be compliant with State of West Virginia building code.*

2. Number and list of new historic districts or landmark designations. A map must also be submitted showing site locations. *None*

3. Number of cases reviewed under the authority of the local ordinance: 132

Maintenance and Alterations: 128 reviewed and approved.

See Attached

Demolitions: 5 Reviewed and Approved

- 1: 12 Island Ave. Lot 5
Buckhannon, WV
75058
- 2: 12 Lightburn St.
Buckhannon, WV
75065
- 3: 172 S. Kanawha St.
Buckhannon, WV
75066
- 4: 128 E. Main St.
Buckhannon, WV
75097
- 5: 11 Madison St.
Buckhannon, WV
74836

New Construction: 0

III. Local Historic Preservation Commission

1: Any changes to the membership of the commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill the vacancy, and how the new appointee(s) demonstrate an avocation, interest, competence, or knowledge of historic preservation. In addition, please submit a resume for any new commission members.

Commission member Kristy Wilkerson resigned from the Commission. The Commission conducted discussion regarding individuals who reside in the City of Buckhannon and whom have demonstrated and interest in the preservation of history and local architecture and landmarks. Ms. Wilkerson was replaced by Ms. Boso. Ms. Godwin resigned and was replaced by Ms. Wilkerson.

2. Summary of how the commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the commission.

Noel W. Tenney, ex-officio member of the Buckhannon Historic Landmarks Commission and director of the Upshur County Historical Society, is able to provide professional advice to BHLC. He has experience in previous NRIIP nominations as well as extensive experience in the areas of history and historic preservation.

3. Number of commission meetings held during this period. 2

4. Explanation of how commission meetings were advertised in advance.

According to Ordinance 323 of the City of Buckhannon, an agenda is posted at the City Hall entrance at least three (3) business days before the scheduled meeting. A copy of the agenda is provided to each member the week before a meeting is held.

5. Indication of the number of meetings which each commission member attended.

Vincent Smith:	4
Erika Kolenich:	2
Jamie O'Brien:	2
Robbie Skinner:	4
Noel Tenney:	3
Jane Godwin:	2

6. Indication of any historic preservation training sessions which each commission member attended during this period. *None.*

IV. National Register Nominations

1. List of activities affecting any National Register sites in the commission's jurisdiction.

See attached documentation.

2. List of National Register nominations reviewed by the commission.

None.

3. List of persons contacted during the review and comment period.

None.

V. Local Survey and Inventory

1. List and copies of new inventory forms completed for individual buildings, historic districts, and archaeological sites. A map must be included that indicates newly inventoried sites.

None.

2. Summary of survey activities including future plans.

BHLC is currently reviewing and considering a design approval ordinance as well as exploring additional potential nomination projects.

VI. Public Participation

1. Outline of public participation procedures which complied with West Virginia Open Law 6-9A- I et seq.

The agenda for all four meetings were published and posted at the Buckhannon City Hall entrance seven (7) business days prior to each meeting. Also, on Community and Kindness Day, volunteers from West Virginia Wesleyan's chapter of Alpha Sigma Phi cleaned up Heavner Cemetery, a historic area, not currently on the National Register.

2. A list of any public comments received during the National Register review and comment period.

None.

VII. Technical Assistance:

1. Technical assistance needs for the upcoming year.

Assistance is needed for design criteria development, project planning and goal setting. Also, assistance may be needed with future evaluation and surveys.

E.2 2022 HLC Meeting Schedule - The Chair reviewed the proposed meeting schedule of the Buckhannon Historic Landmarks Commission with the members.

HISTORIC LANDMARKS COMMISSION 2022 MEETING SCHEDULE

3RD MONDAY OF EACH QUARTER AT 6:00 P.M. AT CITY HALL COUNCIL CHAMBERS

- **TUESDAY, JANUARY 18, 2022 (the 17th is a Holiday-MLK Day)**
- **MONDAY, APRIL 18, 2022**
- **MONDAY, JULY 18, 2022**
- **MONDAY, OCTOBER 17, 2022**

F. Strategic Issues for Discussion and/or Vote

F.1 Continued Discussion to Develop suggestions to be made available to property owners on the appearance and maintenance of structures deemed Historic in nature - The members had a discussion regarding both F.1 and F.2 and how best we could discuss Residential Design Criteria Guidelines with the property owners that it would affect. Mr. Smith mentioned that simply implementing guidelines could be difficult. Commission member Kolenich led a discussion concerning hosting a public meeting and inviting all Buckhannon Historic District property owners attend to discuss the idea of developing Residential Design Criteria Guidelines and find out from those property owners what type of guidelines they would be in favor of. Mr. Tenney noted that the state can provide resources, perhaps a person who could attend the public meeting and help facilitate the gathering. He also discussed the need for better education on the residences that are located in the Buckhannon Historic District, especially those properties that are part of the National Registry. Commission member O'Brien noted that we had originally suggested a public meeting like this in February but that we should first check on the availability of someone from that State that could attend and then set the date for the public meeting. Board member Boso noted that she knows of people who would welcome this type of advice along with ideas of available grants for historic residences. Mrs. Kolenich mentioned that we (HLC) have a Facebook page where we could start posting information to build interest. Mr. Tenney also suggested that we add something to the City website regarding the Historic Landmarks Commission.

The members discussed various properties in the Buckhannon Historic District and resources for finding information regarding homes in the district. Also discussed were the possibility of property owners hosting tours of historic homes.

It was determined that Commission Member Kolenich will contact the State Historic Preservation Office and/or Susan Pierce, Director and State Historic Preservation Officer, to schedule a representative who would attend a gathering the we, the Buckhannon HLC, will host, inviting owners of residences in the Buckhannon Historic District and others who are interested in the same, sometime in February or March of 2022. At this gathering we will determine the amount of interest there is for Residential Design Criteria Guidelines for the Buckhannon Historic District.

F.2 Continued Discussion Residential Design Criteria Guidelines Conversion - See above.

F.3 Scheduling and Agenda for Public Meeting - Discussion took place regarding the language that is part of the 2022 Meeting Schedule that states - *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.*, and that the language should be removed from the schedule. Recorder Sanders assured the Board that it would be removed.

G. Board Members Comments and Announcements - It was suggested by Mr. Tenney that we review the Bylaws regarding the criteria necessary for being appointed to the Buckhannon Historic Landmarks Commission. Mr. O'Brien distributed a copy of both the Bylaws and Ordinance 323, establishing the Buckhannon Historic Landmarks Commission to all Commission Members.

The Commission members had nothing further to report.

H. Adjournment

Motion to adjourn at 6:45 pm was made by Kolenich/Boso. Motion carried.

Commission Chairman Vincent Smith

City Recorder Randall H. Sanders