

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 April 18, 2022 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
Erika Klie Kolenich	Member	Present
Sheena Phillips Boso	Member	Absent
Jamie O'Brien	Member	Absent
Noel Tenney	Upshur Historical Society	Present
Randy Sanders	City Recorder	Present
Amby Jenkins	Assistant Recorder/Director of Finance	Present

To participate in the meeting virtually, Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/570880461>

You can also dial in using your phone. United States: [+1 \(312\) 757-3121](tel:+13127573121) Access Code: 570-880-461

***Buckhannon Historic Landmarks Commission- 6:00 p.m. in Council Chambers
Meeting Agenda for Monday, April 18, 2022***

- 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 01/18/2022**
- D. Financial Report**
- E. Correspondence & Information**
 - E.1**
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Discussion Regarding the Public Meeting held on April 5, 2022**
 - **Topic of Public Meeting (Residential Design Criteria Guidelines for the Buckhannon Historic District)**

G. Board Members Comments and Announcements

H. Adjournment

Posted 04/12/22

A. Call to Order - Vincent Smith called the meeting to order followed by a moment of silence and pledge to the flag.

B. Recognized Guests: None

C. Consent Agenda

C.1 Approval of Minutes 01/18/2022

Motion Kolenich/Reger to approve the minutes of the meeting held 01/18/22. Motion carried.

D. Financial Report- Amberle Jenkins reported \$3,026.78 in the HLC savings account.

E. Correspondence & Information- None

F. Strategic Issues for Discussion and/or Vote

F.1 Discussion regarding the public meeting held on April 5, 2022

Topic of public meeting (Residential Design Criteria guidelines for the historic districts)

The Commission Members remarked that Shepherdstown is using guidelines rather than an ordinance. Commission Members do not think that an ordinance will be accepted by the public in Buckhannon.

HLC should approach guidelines as an educational resource handout for residents in historic districts. The Commission Members would like to put together information that could be distributed to residents in much the same way that flood information is distributed to residents or when utilities are signed for in historic areas. This information can also be available on the City website.

Question arose as to the role of HLC and if they should review contributing structures.

Commission Members asked for a copy of their by-laws to be distributed to them.

There was also discussion on how to track and review these structures.

Commission Members discussed using the guidelines from Shepherdstown to draft those for Buckhannon.

Ms. Kolenich believes there are grants that can be obtained to hire a consultant to help with development of guidelines. She is willing to call and ask about grants that might be available.

The group mentioned a couple of firms experienced as a historic preservation consultants that might be able to offer proposals for this type of service. Those mentioned were the Mills Group and Michael Gioulis.

G. Board Members Comments and Announcements-None

H. Adjournment -There being no further business to be transacted, meeting adjourned at 6:25 p.m.

Commission Chairman Vincent Smith

Assistant City Recorder Amberle Jenkins