

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

A special public meeting of the Buckhannon Historic Landmarks Commission was held in Council Chambers at City Hall, 70 East Main on April 5, 2022 at 6:00pm with the following in attendance (GTM - GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
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	Present - by GTM
Noel Tenney	Upshur Historical Society	Present
Tom O'Neill	City Attorney	Present- by GTM
Amby Jenkins	Assistant Recorder/Director of Finance	Present

Meredith Dreistadt, Tax Credit Coordinator WV State Historic Preservation Office Culture Center

**Notice of Special Meeting:**

**Notice of Special Public Meeting  
Buckhannon Historic Landmarks Commission**

The Buckhannon Historic Landmarks Commission will hold a special public meeting on **Tuesday, April 5, 2022 at 6:00 pm** in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV 26201. To participate in the meeting virtually, join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/297588861>. You can also dial in using your phone United States: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 297-588-861.

The purpose of the meeting is to discuss the following items:

Residential Design Criteria Guidelines for the Buckhannon Historic District  
Information and Resources on Guidance to Repair Historic Properties  
Grant Opportunities for Historic Properties

This is an open meeting (per WV code § 6-9A-3) and all interested parties are welcome to attend.

Run Record Delta 02/24/22; 03/03/22

**Agenda Posted 01/28/22:**

***Buckhannon Historic Landmarks Commission- 6:00 pm in Council Chambers  
Special Public Meeting Agenda for Tuesday, April 5, 2022***

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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 Meredith Dreistadt-West Virginia State Historic Preservation Office**
- C. Strategic Issues for Discussion and/or Vote**
  - C.1 Residential Design Criteria Guidelines for the Buckhannon Historic District**

C.2 Information and Resources on Guidance to Repair Historic Properties  
C.3 Grant Opportunities for Historic Properties

D. Comments and Announcements


E. Adjournment

POSTED 01/28/2022

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:** Dr. Timothy Reese, Margaret Kelley, Karl Kolenich, Guests from the City of Weston were in attendance.

Ms. Dreistadt presented and explained the following power point presentation:



# West Virginia Historic Rehabilitation Tax Credit Incentives

## The Historic Tax Credit Program

The HTC Program allows building owners who have completed a qualified, *certified rehabilitation* of a *certified historic structures* to receive an income tax credit based on the amount spent on *qualified expenses* during the rehabilitation

Administered by the National Park Service and State Historic Preservation Offices

Leveraged over \$40.4 million in private investment and earned historic building owners over \$8 million in state tax credits in FY 2021

Follows the Secretary of the Interior’s *Standards for Rehabilitation*

3-step application process



Ananias Pitsenbarger Farm, Franklin, Pendleton County

### Types of Historic Tax Credits

**Residential** Historic Tax Credit:

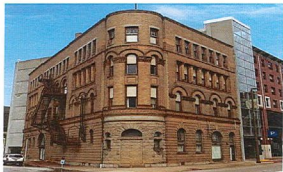
- WV State Residential HTC (20%)

**Commercial** Historic Tax Credit:

- WV State Commercial HTC (25%)
- Federal Commercial HTC (20%)



Clise House, Shepherdstown



Flat Iron Building, Wheeling



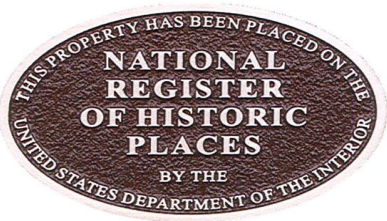
# Building a Historic Tax Credit Team



Robinson Grand Theater, Clarksburg

- Accountant/Tax Advisor
- Tax Credit Coordinator @ SHPO
- Architect
- Reputable Contractor
- Historic Preservation Consultant

## Determining Eligibility



National Register of Historic Places (NR)

Listed historic structures include:

- Listed as a contributing resource in an NR historic district
- Listed individually on the NR

Preliminary Determination of eligibility

Reach out to Tax Credit Coordinator to determine if your building qualifies



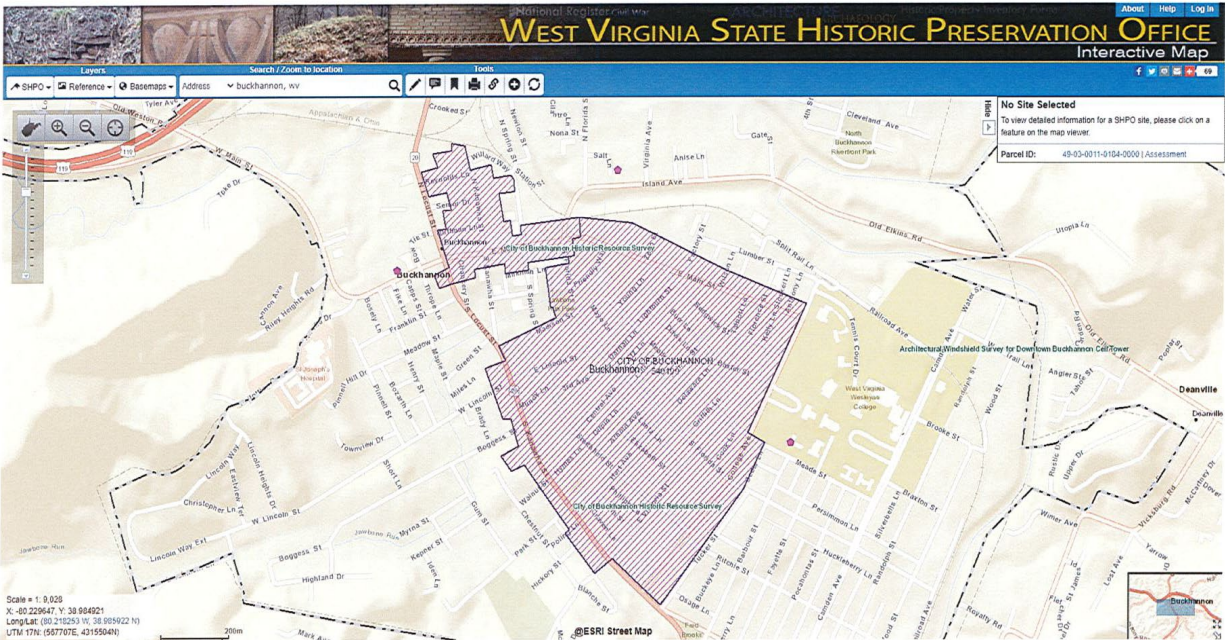
## Upshur County's Historic Listings

Districts:

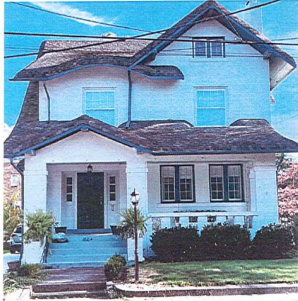
- Downtown Buckhannon Historic District
- Buckhannon Central Residential Historic District

Individually Listed:

- Post Mansion Inn
- Agnes Howard Hall
- Fiddler's Mill, Arlington
- French Creek Presbyterian Church, French Creek







Flournoy-Taylor House, Charleston



Elmwood Place, Wheeling

## Historic Rehabilitation Tax Credit: Residential

Residential homes rehabbed by homeowners

20% state income tax credit

Offered only by State, not Federal

Reviewed by SHPO

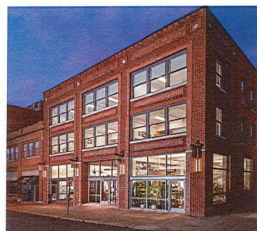
Adjusted basis - 20% of the *building's* value must be met by rehab expenditures

- County Assessor's office can help determine building value

Secretary of the Interior's *Standards for Rehabilitation* must be met



The Golden Rule, Belington



Progress Building, Huntington

## Historic Rehabilitation Tax Credit: Commercial

Income-producing buildings

25% State income tax credit, 20% Federal income tax credit

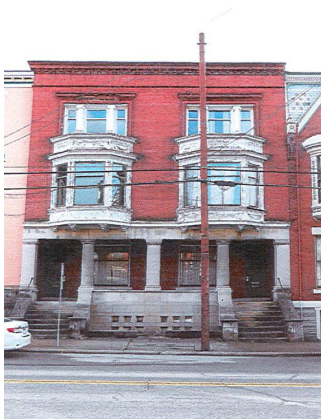
- Total: 45% tax credit on all qualified rehabilitation expenditures (QREs)
- Credit taken differently for Fed & State credits

Reviewed by both the SHPO and the NPS

Expend the greater of \$5,000 or the adjusted basis of the building

Secretary of the Interior's *Standards for Rehabilitation* must be met

## Secretary of the Interior's *Standards for Rehabilitation*



### Highlights of the 10 Standards:

Enforce retaining historic details, architecture, features, spatial relationships, craftsmanship integral to the building's style

- look to the National Register listing for important features

Do not allow changes that create false sense of history

Encourage repair rather than replace

Allow for sympathetic, compatible additions and alterations

806-808 Main Street, Wheeling

## Qualified Rehabilitation Expenditures (QREs)



806-808 Main St, Wheeling

### Qualified Expenditures:

- Structural components of a building

- Walls, roof, electrical, plumbing, chimneys, windows, etc.

- Soft costs like architect/engineer fees

- Construction period interest and taxes

- Other fees charged to a capital account

### Non-Qualified:

- Acquisition costs

- Additions/enlargements

- Appliances

- Cabinets

- Decks (if not part of original building)

- Exterior facilities work

- Feasibility studies



# Application Submission Process

Submit each application in hard copy

- Include ample photographs and architectural drawings

Send two copies to SHPO for **Commercial** HTCs

- one for SHPO, one for NPS

Forms and instructions found on NPS website

Send one hard copy to SHPO for **Residential** HTCs

Forms and instructions found on SHPO website



The Shenandoah, Martinsburg

## Part 1- Evaluation of Significance

- Determines eligibility for rehabilitation tax credits
- Not required for buildings *individually* listed on National Register
- Required for buildings that only contribute to a historic district
- Required for preliminary determination of eligibility
  - Building must be listed at end of rehabilitation
- What to Include:**
  - Application with original signature
  - Description of appearance *before* rehab work begins
    - Read the National Register listing – are noted historic features still present?
  - Description of historic significance
  - Photographs should be general (front façade, each exterior side of building, important interior spaces)

## Part 2 – Description of Rehabilitation

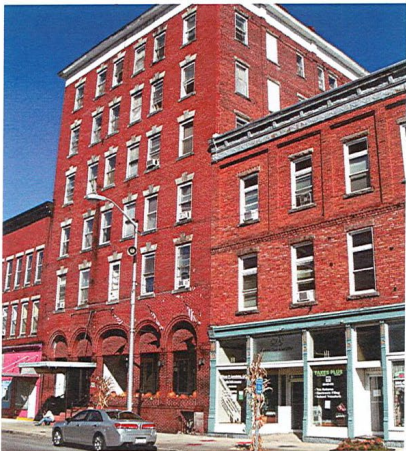
- Description of building’s *present* condition and all planned rehabilitation work
- Organize your descriptions – façade by façade, floor by floor, feature by feature
- Must Include:**
  - Application with original signature
  - Architectural drawings
  - Map of building(s) within Historic District
  - Clear photographs documenting present condition of the structure
    - photographs should be labeled and keyed to building plans
- Can Include:**
  - Samples of materials
  - Engineer reports
  - Any other information to explain the rehabilitation

## Part 3 – Request for Certification of Completed Work

- Certifies that your finished rehabilitation meets the *Standards for Rehabilitation* and therefore, is completed
- What to Include:**
  - Application with original signature
  - Clear photographs documenting present condition of the structure
    - photographs should be labeled and keyed to building plans



# Other Funding Opportunities for Historic Buildings



The Hotel Tygart, Elkins

- SHPO Grants
- Survey & Planning Grants – 60/40 match, 70/30 match for CLG-sponsored projects
  - Due October 31st
  - Development Grants – 50/50 match
  - Due March 31<sup>st</sup>
- Preservation Alliance of West Virginia
- Historic Preservation Loan Fund
  - Saving Historic Places Grant
- National Trust for Historic Preservation
- National Trust Preservation Fund
  - African American Cultural Heritage Action Fund
  - National Fund for Sacred Places
  - Cynthia Woods Mitchell Fund for Historic Interiors
- National Park Service
- Save America’s Treasures Grant – buildings with national significance
  - Disaster Recovery Grants – apportioned by Congress as needed

## Questions?

- Contact Info:**  
Meredith Dreistadt  
Tax Credit/Certified Local Government Coordinator  
meredith.c.dreistadt@wv.gov  
304-558-0240 ext. 138
- Websites:**  
SHPO website – [wvculture.org](http://wvculture.org)  
SHPO Map Viewer - <https://mapwv.gov/shpo/viewer/index.html>  
NPS website – Technical Preservation Services – [www.nps.gov/tps](http://www.nps.gov/tps)

The program receives Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.



# Variations of Design Review

## GUIDELINES

- No legal authority, but review authority by the HLC can exist, depending on willingness of local gov’t, how the legal language is written establishing CLG
- Function as detailed suggestions for community members, commissions, boards, etc.
- Can issue “Certificate of Appropriateness”
- Can be a helpful first step before attempting an ordinance/design review criteria

## DESIGN CRITERIA/ORDINANCE

- A legal tool established by a local preservation ordinance
- “Certificate of Appropriateness” are generally required for buildings/sites in districts with a historic zoning overlay district, generally the result of an ordinance
- Ordinance often is coupled with guidelines, or even more strictly, with Standards



## Design Review in Local Historic Districts

- Secretary of the Interior's *Standards* - overarching, broad standards
- District-wide review guidelines, criteria, or standards allow a local government to design criteria considering the important aspects of historic buildings like local history, sites, settings, and landscapes specific to the town
- Benefit to the Community:
  - Preserves important buildings that have a shared community value
  - Creates consistency in design review through fair, guideline/criteria-based reviews
  - Protects sense of place, pride in community
  - Enhance/help retain property value
  - Helps with business recruitment
  - Creates/maintains a walkable, pedestrian friendly environment

## Community Buy-In

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- Demonstrate to the community that your HLC is helpful, knowledgeable, professional, and trustworthy
- Members of the Commission should come from a variety of backgrounds within the community
- Nominate a new National Register district/site/building/structure, reaching out to the community as you go for guidance, photos, history, etc.
- Update an existing listing in the National Register
- Identify historic resources that should be saved, listed, or well-documented before demolition
- Create educational programs
  - Community history walks, city tour brochures or websites, a community history day celebration
  - Advertise everything you do with your HLC's name attached to it
- Mayoral/City Council support
- Educate the public on the benefits of design review
- Start with a small zoning overlay

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### C. Strategic Issues for Discussion and/or Vote

**C.1 Residential Design Criteria Guidelines for the Buckhannon Historic District**-see PowerPoint Presentation above.

**C.2 Information and Resources on Guidance to Repair Historic Properties**- see PowerPoint Presentation above.

**C.3 Grant Opportunities for Historic Properties**-see PowerPoint Presentation above.

After the presentation the group discussed thoughts on establishing design criteria for historic districts. Design criteria can be different for each district. The group is aware of the advantages to design criteria, but also the challenges to enforce this. Developing a good balance would give a better chance of success and acceptance from the public. Getting the public involved may be useful.

Representatives from the City of Weston stated that they have just started zoning and an HLC and see that there could have been advantage to setting out what role the HLC should play in the zoning process.

Guidelines are a good place to start. Setting standards and design criteria would require an ordinance and may be more difficult to enforce than establishing guidelines to help education and encourage residents of historic structures to maintain as much historic value as possible.



**D. Comments and Announcements- None.**

**E. Adjournment: There being no further business to be transacted, Motion Kolenich/Reger to adjourn at 7:10 p.m.**

**Commission Chairman Vincent Smith**

**Assistant City Recorder Amberle Jenkins**