

**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 September 8, 2025 at 6:30 pm with the following in attendance:

Vincent Smith	Building Code/Zoning Officer, Chairman	Present
Randy Sanders	City Recorder	Present
Amberle Jenkins	Assistant Recorder	Absent
Pamela Bucklew	Member - City Council Designee	Absent
Erika Klie Kolenich	Member	Present
Daniel Green	Member	Present
Diane Corley	Member	Present
Noel Tenney	Upshur Historical Society	Present

Guests: None

*City of Buckhannon Historic Landmarks Commission  
Meeting Agenda  
6:30 PM Monday, September 8, 2025  
Council Chambers | 70 East Main Street*

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- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Approval of Previous Meeting Minutes: 03/10/2025
- 5. Public Comment – Motion to Open & Close Requested
- 6. Recognition of Guests
- 7. Financial Report
- 8. Old Business Discussions
- 9. New Business Discussions
  - a. Assignment of HLC Certified Local Government (CLG) Annual Report FY 2023/2024 & FY 2024/2025 to be submitted to WVSHPO
- 10. Report of Events, Correspondence, and Information
  - a. SHPO Letter regarding the (Old UC Jailhouse)Turn Lane Road Expansion Project
  - b. Historic District Permit Report
  - c. 2026 HLC Meeting Schedule
- 11. Board Members’ Remarks and Announcements
- 12. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Wednesday, September 3, 2025. To participate in this meeting virtually, participants used this link: <https://global.gotomeeting.com/join/570880461> or joined by phone by calling call: (312) 757-3121, using access code: 570-880-461.*

- 1. Call to Order:** The meeting was called to order by the Chair, Vincent Smith.
- 2. Moment of Silent Reflection:** Smith asked all to join in a Moment of Silent Reflection.
- 3. Pledge of Allegiance:** Smith led those in attendance in the Pledge of Allegiance
- 4. Approval of Previous Meeting Minutes: 03/10/2025:** The Chair noted the minutes of 03/10/2025 had been made available for review and asked if there were any correction, addition, or a motion to approve as presented.

Kolenich/Corley motioned to approve the Meeting Minutes for 03/10/2025 as presented. The motion carried.

**5. Public Comment: Motion to Open & Close Requested** – There were no members of the public in attendance wishing to comment. No action was necessary.

**6. Recognition of Guests:** There were no guests in attendance. No action was necessary.

**7. Financial Report:** The Chair provided a review of the Financial Report noting a balance of \$3,045.40 in the HLC account.

**8. Old Business Discussions:** None

**9. New Business Discussions**

**a. Assignment of HLC Certified Local Government (CLG) Annual Report FY 2023/2024 & FY 2024/2025 to be submitted to WVSHPO** – It was noted that these reports are due by the end of the day, September 19, 2025. Erika Kolenich agreed to complete the forms with assistance from Vincent Smith and Teresa Summers.

Corley/Green motioned to assign the task of completing the HLC Certified Local Government (CLG) Annual Report for FY 2023/2024 & FY 2024/2025, and to submit it to WVSHPO, to Commission member Erika Klie Kolenich, who had agreed to accept the assignment. The motion carried.

**10. Report of Events, Correspondence, and Information** – Mr. Smith reviewed the following with the Commission members. Discussion took place.

**a. SHPO Letter regarding the (Old UC Jailhouse) Turn Lane Road Expansion Project**



The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

Phone 304.558.0220 \* [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 \* TDD 304.558.3562

March 24, 2025

Ms. Sondra Mullins  
Assistant Director  
WV Division of Highways  
Technical Support Division  
1900 Kanawha Blvd E  
Building 5, Room 110  
Charleston, WV 25305  
Via email: [sondra.l.mullins@wv.gov](mailto:sondra.l.mullins@wv.gov)

RE: Buckhannon Turn Lane, Upshur County  
State Project: U349-020-25.39 00; Federal Project: N/A  
FR#: 24-1522-UP-2

Dear Ms. Mullins:

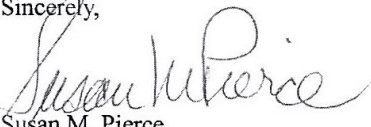
We have reviewed the updated project plans and renderings submitted in support of the above-mentioned project. As required by Section 106 of the National Historic Preservation Act of 1966, as amended, and its implementing regulations, 36 CFR § 800: "Protection of Historic Properties," we submit our comments.

As you know, West Virginia Division of Highways (WVDOH) submitted its initial review to our office on August 28, 2024, proposing a determination of no adverse effect for the proposed Buckhannon Turn Lane. In a letter dated October 1, 2024, we asked for reconsideration of this finding because of the proximity and alterations to the Upshur County Courthouse and the Old Upshur County Jailhouse properties. WVDOH by letter dated October 28, 2024, revised the finding to an *adverse effect* for the Courthouse, but maintained *no adverse effect* for the Jail.

After email correspondence between our agencies, WVDOH proposed a site visit and on December 11, 2024, Abigail Ayers, Structural Historian, and Cody Straley, National Register Coordinator, met with DOH staff in Buckhannon to better assess the project site. In a letter in response to that site visit dated December 19, 2024, our office maintained that this project, as the plans were presented, would have an *adverse effect* on the jail. Finally, a virtual meeting was held on February 20, 2025, between Ms. Mullins, Mr. Randy Epperly, Ms. Ahleah Boise of WVDOH, and Ms. Ayers and me from the State Historic Preservation Office to discuss the implications of an *adverse effect* on this project and how the project can be altered to reduce the *adverse effect* to *no adverse effect*.

We have reviewed the updated project plans and renderings that reflect changes to reduce the level of effect this project will have on the jailhouse. The sidewalk has been reduced by one foot to four feet in width, which is the minimum width allowed by the Americans with Disabilities Act. The sidewalk remains at this width for approximately 50 feet across the front of the jailhouse before returning to the originally planned width of five feet. This introduces a foot of additional space between the proposed retaining wall and the jailhouse. This space will be seeded and remain a grassy area. Considering this updated project design, we concur that the proposed project will have *no adverse effect* on the Old Upshur County Jailhouse, or any other resources eligible for or included in the National Register of Historic Places. No further consultation is necessary regarding architectural resources; however, we ask that you contact our office if your project should change.

We appreciate the opportunity to be of service. *If you have questions regarding our comments or the Section 106 process, please contact Abigail M. Ayers, Structural Historian, at (304) 558-0240.*

Sincerely,  
  
Susan M. Pierce  
Deputy State Historic Preservation Officer

SMP/AMA

b. Historic District Permit Report



HLC Permit Report  
03/11/2025 - 09/03/2025

Historic District	Applicant Name	Applicant Address	Description	Permit #	Permit Date	Permit Type
Group: Yes						
Yes	DALE & ROBYNN SHANNON	1 ELIZABETH ST	INSTALLATION OF ROOF MOUNTED SOLAR ARRAY PANELS	76693	8/27/2025	Building
Yes	Independent United Brethren Church	6 Latham St	Repair & paint window frames. Install plexiglass on windows	76690	8/25/2025	Building
Yes	DAVID FEOLA	24 MEADE ST	REROOF- METAL OVER SHINGLES LEAK REPAIR	76688	8/22/2025	Building
Yes	MARK SPENCER	45 MEADE ST	REROOF- METAL OVER SHINGLES	76683	8/22/2025	Building
Yes	FIRST UNITED METHODIST CHURCH	52 S FLORIDA ST	REPLACE GUTTERWORKS, REPLACE EXISTING PRIVATE SIDEWALK 4'X18IN, INSTALL RUBBERIZED MEMBRANE ON ROOF	76680	8/20/2025	Building
Yes	FRANK SCATTAREGIA	68 S KANAWHA ST	BASEMENT WATERPROOFING, INSTALL YARD WELL	76665	8/5/2025	Building
Yes	ERIC WAGGONER	12 LATHAM ST	REROOF- SHINGLES	76655	7/24/2025	Building
Yes	CHAPEL HILL	88 S KANAWHA ST	ELASTOMERIC ROOF COATING ON EXISTING FLAT ROOF BALLAST	76652	7/22/2025	Building
Yes	MOUNTAIN CAP	26 N KANAWHA ST	REROOF	76651	7/22/2025	Building
Yes	BRUSHSTROKE MINISTRY	81 S KANAWHA ST	REROOF- SHINGLE OVER SHINGLE	76645	7/21/2025	Building
Yes	First Baptist Church	42 Hart Ave	1 Window Replacement, 32 Window Repair	76640	7/14/2025	Building
Yes	Wares Glass	99 W Main St	Re-Roof Shingles	76629	7/7/2025	Building
Yes	E. RIZO	96 E MAIN ST	TAKING CHIMNEY TO ROOF LINE & SEALING IT	76626	7/1/2025	Building

Yes	LUKE & NATHANIEL WINTERS	35 HART AVE	REPLACE ROOF-SHINGLES	76622	6/30/2025	Building
Yes	I. F. HARTMAN	50 S. FLORIDA ST	REPLACE ROTTEN BOARDS ON PORCH, PUT FLASHING ON FACIA TRIM, REPAIR OR REPLACE LATTICE AROUND FRONT PORCH	76616	6/26/2025	Building
Yes	JUDITH HALLE	31 MEADE ST	REROOF-SHINGLES	76610	6/19/2025	Building
Yes	WILLARD CASTO	85 SMITHFIELD	VINYL HANDRAIL-FRONT PORCH	76607	6/18/2025	Building
Yes	Julia Turner	35 Sedgwick St	Re-Roof Shingles	76594	6/10/2025	Building
Yes	LEWIS-UPSHUR COMMUNITY CORRECTIONS	85 WEST MAIN ST	GUTTER WORK, TRIM OUT INTERIOR STAIRWAY	76586	6/6/2025	
Yes	NATE KENNEDY	36 CENTRAL AVE	INTERIOR REMODEL	76583	6/5/2025	Building
Yes	CJ Rylands	15 E Main St	Second Floor Replacement Windows & Facade Upgrade	76576	6/4/2025	Building
Yes	SYCC	79 E Main St	6ft Wrought Iron Fence along parcels 3-4-361, 3-4-362, 3-4-372, 3-4-364	76555	5/19/2025	Building
Yes	JONI NELSON HOWARD	21A SEDGWICK ST	REROOF- REPLACING SHINGLES	76549	5/14/2025	Building
Yes	SAM BAXA	7 FRANKLIN ST	REROOF- REPLACING SHINGLES	76547	5/13/2025	Building
Yes	KATHLEEN LOUGHNEY	36 MEADE ST	REROOF- REPLACING SHINGLES	76546	5/13/2025	Building
Yes	MARGARET BALLI	25 CENTRAL AVE	REPLACING FLOORBOARDS OF FRONT PORCH, COLUMNS- SOFFIT ON THE CEILING, & PAINTING THE HEADERS	76538	5/6/2025	Building
Yes	CARLIN BOSO	82 S. FLORIDA ST	REPLACE REAR DECK 20X30 WITH CONCRETE PAD NOT CHANGING SIZE, FIXING FENCE POST AND ADD GATE	76526	4/28/2025	Building
Yes	VALERIE SNOW	76 SMITHFIELD ST	45" TALL METAL FENCE, FRONT/SIDE YARD	76524	4/25/2025	Building
Yes	MARIA SEARS	7 E LINCOLN ST	6' FENCE(REAR), 3' FENCE(FRONT), REPLACEMENT METAL ROOF OVER CRAWLSPACE	76523	4/25/2025	Building
Yes	Benjamin Farley	119 S Kanawha St	Roof overlay- Metal over Shingles	76522	4/24/2025	Building
Yes	LYNN LINDER	4 MEADE ST	REPLACING 6 VINYL WINDOWS	76515	4/23/2025	Building
Yes	INDEPENDENT UNITED BRETHREN CHURCH OF BKN	6 LATHAM ST	REPLACING SOFFIT & FACIA	76509	4/17/2025	Building
Yes	VICTOR ZARA	93 SMITHFILED ST	REROOF- REMOVE SHINGLES, PUT ON METAL	76500	4/10/2025	Building
Yes	PAULA MCGREW	32 ARNOLD AVE	REROOF-REPLACING SHINGLES	76495	4/7/2025	Building
Yes	LEWIS UPSHUR DAY CENTER	85 W MAIN ST	6FT VINYL FENCE	76494	4/7/2025	Building
Yes	LISA STURM	96 ELM ST	REROOF-SHINGLE REPLACEMENT, MORTAR AROUND CHIMNEY, CAULK AROUND WINDOWS	76484	3/28/2025	Building
Yes	ERASMO RIZO	57 E MAIN ST	SIDING IN THE REAR & REPLACING A DOOR	76483	3/28/2025	Building
Yes	Erasmo Rizo BB Range Properties	96 E Main St	Change of Use- Two Story Duplex Inside	76480	3/27/2025	Building

			Remodel, HVAC System, 2 Electrical Meteres			
Yes	CHRIS JARRELL	27 COLLEGE AVE	REPLACING BOARDS OF THE FRONT PORCH	76478	3/26/2025	Building
Yes	JOHN CVECHKO	85 S FLORIDA ST	INSTALL A DEWATERING SYSTEM	76476	3/26/2025	Building
Yes	FISH HAWK	5 W MAIN ST	INSTALL RUBBER ROOF	76471	3/21/2025	Building
Yes	FISH HAWK	1 W MAIN ST	INSTALL RUBBER ROOF	76470	3/21/2025	Building
Yes	LEWIS/UPSHUR COMMUNITY CORRECTIONS	85 W MAIN ST	REMODEL BATHROOM	76469	3/20/2025	Building
Yes	WWWC Rockefeller Center	67 Camden Ave	Rockefeller Center- Replacement Ceiling tile, flooring, drywall, painting & light fixtures	76462	3/19/2025	Building
Yes	Trump Salon	7 W Main St	Store Front Window & Door Replacement	76459	3/19/2025	Building

**c. 2026 HLC Meeting Schedule**

**HISTORIC LANDMARKS COMMISSION**  
**2026 MEETING SCHEDULE**

**SEMIANNUAL- 2<sup>ND</sup> MONDAY AT 6:30 P.M. AT CITY HALL COUNCIL CHAMBERS**

- MONDAY, MARCH 9, 2026**
- MONDAY, SEPTEMBER 14, 2026**

**11. Board Members' Comments and Announcements** – Mr. Green noted that he has some photos from many years ago that will be of interest to Mayor Skinner. He will arrange to provide those to the Mayor,

**12. Declaration of Adjournment**

**At 7:06 p.m., Corley motioned to adjourn.**

**Commission Chairman Vincent Smith**

**City Recorder Randall H. Sanders**