

**DRAFT Minutes**  
JOINT TRAINING SESSION FOR THE  
STATE REVIEW BOARD and BOARD OF HISTORIC RESOURCES  
**March 15, 2023**

Reynolds Room, Virginia Museum of History and Culture, Richmond, Virginia

**Board of Historic Resources Members Present**

W. Tucker Lemon, Chair  
Aimee K. Jorjani  
Trip Pollard  
Dr. Ken Rutherford

**State Review Board Members Present**

John Mullen, Chair  
Dr. Eleanor Breen  
Jeff Klee  
Greg Rutledge  
Carol Shull

**Board of Historic Resources Members Absent**

Dr. Colita Nichols-Fairfax, Vice-Chair  
Karice Luck-Brimmer

**State Review Board Members Absent**

Jody L. Allen, Vice-Chair  
Dr. Larissa Smith

**Department of Historic Resources (DHR) Staff Present**

Julie Langan, Director  
Stephanie Williams, Deputy Director  
Kyle Edwards  
Jess Hendrix  
Elizabeth Lipford  
Blake McDonald  
Brad McDonald  
Megan Melina  
Jolene Smith  
Andy Poole  
Tim Roberts  
Caitlin Sylvester  
Marc Wagner

The joint training session began at 1:00 p.m. DHR Director Julie Langan opened the meeting with introductions and an overview of the Department of Historic Resources (DHR).

DHR's Grant Coordinator, Caitlin Sylvester, Community Outreach Coordinator, Jess Hendrix, Tribal Outreach Coordinator, and Blake McDonald, Architectural Survey & Cost Share Grant Program Manager provided updates to each board regarding current activities of their respective programs.

Marc Wagner, Senior Architectural Historian for DHR's Eastern Region Preservation Office, made the following presentation to both Boards.



# DHR's Register Program

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Marc Wagner  
National/State Register Historian

March 15, 2023

# Evaluation to Registration PIFs and NRs: Public to DHR Staff to Boards

*Caroline County Courthouse  
Bowling Green, Caroline County*





*The PIF and Register  
Process at a glance*

*Scrabble School, Rappahannock County  
(Rosenwald)*



**Send PIF to the Regional Office**



**Staff Evaluation Team – Finds it Eligible**



**State Review Board – Finds it Eligible**



**Proceed with Nomination Materials**



**Draft Nomination back to Regional Office**



**Final Nomination to Register Manager**



**Board of Historic Resources and State Review Board**




**Placed on the VLR and Sent to NRHP**



*Evans House, City of Salem*

# Preliminary Information Form


**DHR** Virginia Department of Historic Resources  
**PRELIMINARY INFORMATION FORM (PIF) for INDIVIDUAL PROPERTIES**

DHR No. (to be completed by DHR staff) \_\_\_\_\_

**Purpose of Evaluation**  
 Please use the following space to explain briefly why you are seeking an evaluation of this property.

Are you interested in applying for State and/or Federal Rehabilitation Tax Credits? Yes \_\_\_ No \_\_\_

Are you interested in receiving more information about DHR's easement program? Yes \_\_\_ No \_\_\_

**1. General Property Information**  
 Property name: \_\_\_\_\_  
 Property address: \_\_\_\_\_  
 City or Town: \_\_\_\_\_  
 Zip code: \_\_\_\_\_  
 Name of the Independent City or County where the property is located: \_\_\_\_\_  
 Category of Property (choose only one of the following):  
 Building \_\_\_ Site \_\_\_ Structure \_\_\_ Object \_\_\_

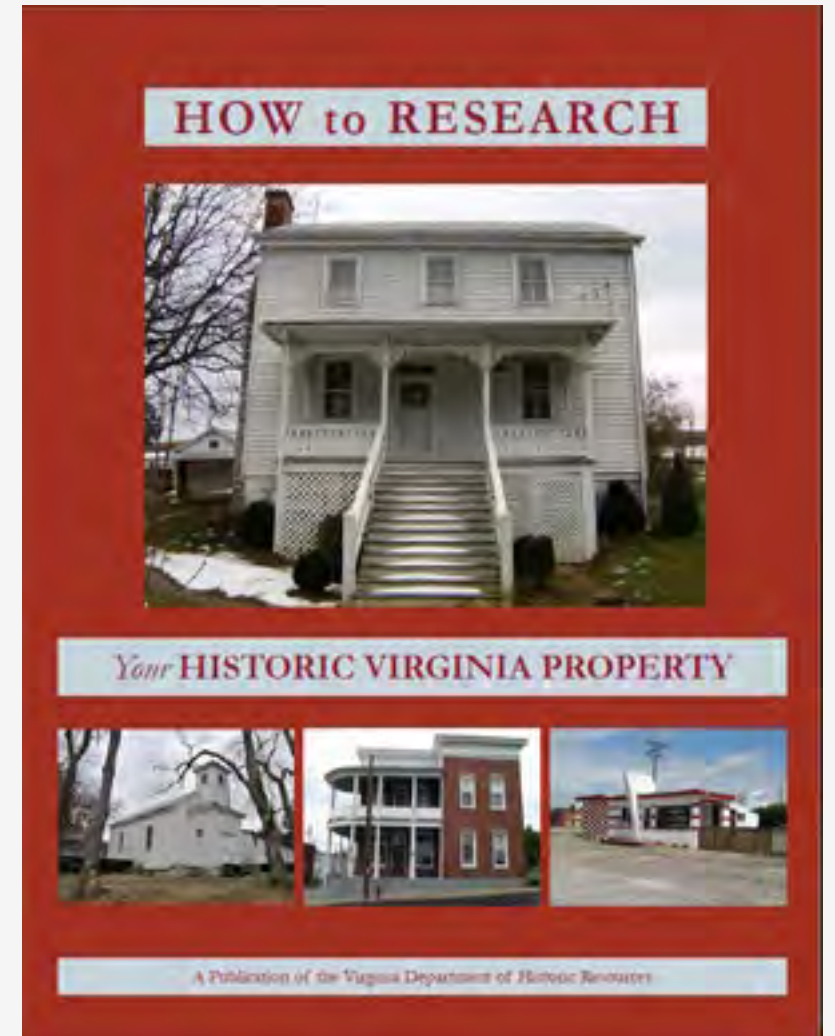
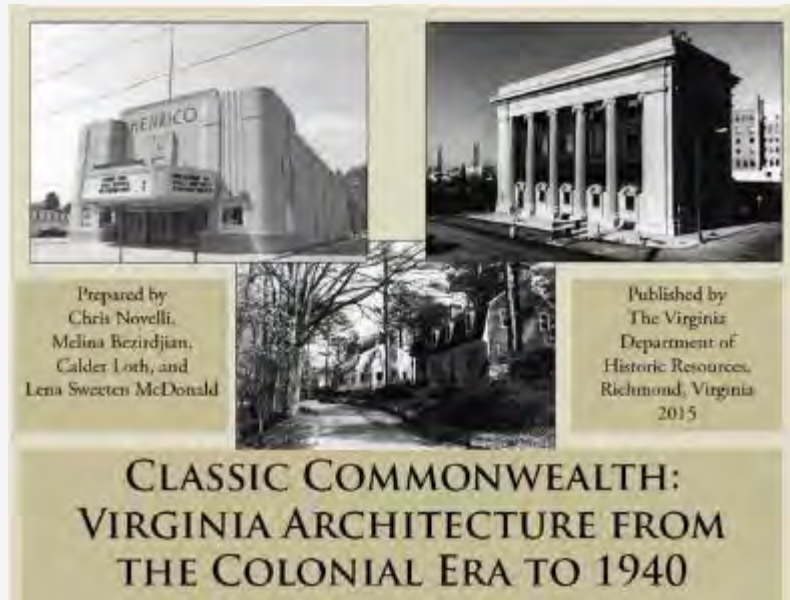
**2. Physical Aspects**  
 Acreage: \_\_\_\_\_  
 Setting (choose only one of the following):  
 Urban \_\_\_ Suburban \_\_\_ Town \_\_\_ Village \_\_\_ Hamlet \_\_\_ Rural \_\_\_  
 Briefly describe the property's overall setting, including any notable landscape features:





# Resources to Help

*In addition to National  
Park Service  
Bulletins...*



# What Assistance is Provided for PIFs?

- **Site Visits**
- **Photography**
- **Mapping**
- **Architectural Analysis**
- **Historic Research**
- **Full DHR written PIFS**
- **Referral to other experts on staff, academics and professionals**
- **Technical advice on material preservation**
- **Preservation Funding Advice**
- **Resource Use Planning**



*Central National Bank, City of Richmond*

# DHR's Value-Added Services for PIFs

- DHR Regional Staff provides critical service at the PIF level whether it is prepared by a homeowner or a professional consultant.
- DHR Regional Staff advise in areas of research and photography.
- DHR Regional Staff will assess the significance of the resource and the ability of the applicant to prepare a PIF.
- DHR Staff conduct background research and review DHR files as they assess a PIF.

**Winchester Coca-Cola Bottling Works  
City of Winchester**





# DHR's Value-Added Services for PIFs

- DHR staff will make site visits; conduct research; co-author; or prepare the complete PIF in cases where an owner does not have funding or ability to prepare a PIF.
- Some challenging PIFs require 40 hours to several weeks of staff time.
- Regional staff help most often on architectural description and analysis.
- Partnership opportunities, example: a local government wants a historic district but can't afford a PIF, but may later fund a nomination-this is an ideal situation for DHR to prepare a PIF.



**A.P. Carter House**  
**Scott County**

# From Draft to Completed Nomination



# State/Federal Register Review

- Submission of Draft to DHR
- Archives Updates/mapping/photos
- Regional Office Reviews (within a Month of receipt)
- Review Comments tracked into Nomination
- If the Nomination is a Historic District
  - all survey in DHR VCRIS database must be approved

*Dan River Mill No. 8  
City of Danville*



*Captain Timothy Hill House  
Chincoteague Island, Accomack County*



# State/Federal Register Review

- Nominations can take one quarter to review or may take longer.
- Completed Nomination is Approved by Regional and Register Staff
- Historic District require a Public Hearing 30-45 days before Board Meeting.
- Nomination is posted for Board Review 30 days before meeting
- Board members and public comment.
- Nominations are reviewed by NPS staff in 45-60 days.

*Triangle Diner  
City of Winchester*



# Public Participation in the Nomination Process

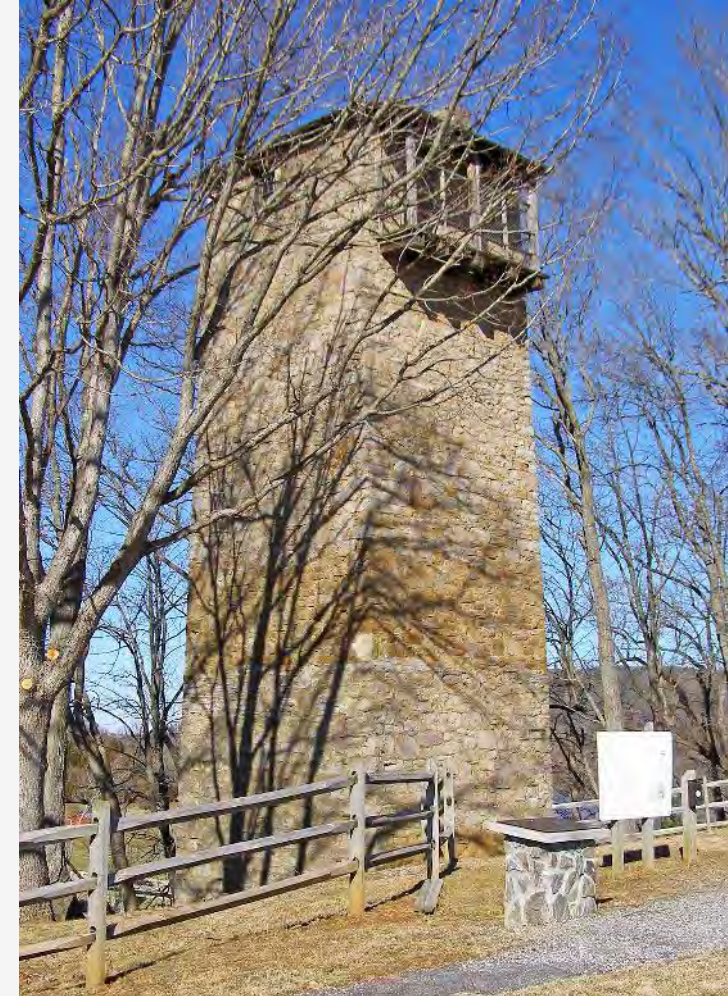
- Engagement of Community: Public participation is a key aspect of the nomination process. No nomination may proceed without provision of public participation
- Federal and state regulations require DHR to provide written notification of a nomination to property owners and local governments so they may participate in the nomination process: comment, question, support or object
- Other interested parties, such as preservation advocates, historical societies, and members of the public, also are welcome to comment on a proposed nomination.
- Certified Local Governments (CLGs) have a specific role in the nomination process that is established by the National Historic Preservation Act.

*Brandon  
Prince George County*



# Reviewing Nominations: Where to Focus your Review

- Nomination Form
- Section 7 – Architectural Description
  - Summary Paragraph
  - Integrity Analysis
- Section 8 – Statement of Significance
  - Summary Statement of Significance
  - Criteria Support Statements
- Maps
- Photographs



*Shot Tower  
Wythe County*



# Reviewing Nominations: Tips on Faster Review

- Board Members agree to focus on one or two nominations, divide a large agenda into portions.
- The PIF and Nomination Summaries are derived directly from the nominations and staff comment. If you don't have time to read all nominations, the summaries are like an executive report. Also check the map and photos. It's also helpful to review any comments that have been received (*watch for objection comments*).
- Please contact Amanda Terrell or Lena McDonald if you have questions about any PIF or Register matter. There are some very complex issues that come forward that may warrant further explanation.
- Don't send a "reply all" to multiple Board members. You do not want to trigger an "unofficial" board meeting.

# Private-Sector Costs for PIF & Nomination Work

## Recent Grant-Funded Project Costs

Based on a skim of recent contractor proposals and quotes- approximate numbers:

- 70 hours per PIF
- 80-90 hours per individual nomination
- \$8,000 per individual nomination
- 100-120 hours per historic district nomination (highly variable)
- \$15,000 per historic district nomination (not including survey)
- 2-3 hours per individual property survey and associated VCRIS data entry/material submission



*Saint Paul's College  
Lawrenceville  
Brunswick County*

The joint training session ended at approximately 3:00 p.m.

TRAINING SESSION FOR THE  
BOARD OF HISTORIC RESOURCES

**March 15, 2023**

Reynolds Room, Virginia Museum of History and Culture, Richmond, Virginia

**Board of Historic Resources Members Present:**

W. Tucker Lemon, Chair  
Aimee K. Jorjani  
Trip Pollard  
Dr. Ken Rutherford

**Department of Historic Resources (DHR)**

**Staff Present:**

Julie Langan, Director  
Stephanie Williams, Deputy Director  
Kyle Edwards  
Jess Hendrix  
Elizabeth Lipford  
Dr. Jennifer Loux  
Brad McDonald  
Megan Melinat  
Wendy Musumeci  
Karri Richardson  
Jolene Smith  
Andy Poole

**Board of Historic Resources Members Absent:**

Dr. Colita Nichols Fairfax, Vice-Chair  
Karice Luck-Brimmer

The Board of Historic Resources reconvened at 3:19 p.m.

**THE VIRGINIA HISTORICAL HIGHWAY MARKER PROGRAM**

**HIGHWAY MARKERS**

**Marker Production Update:**

Dr. Jennifer Loux presented the following update on highway marker production:

Currently there are 46 markers on order with a handful of markers still awaiting site approval. The foundry has agreed to produce two markers per week until the current backlog has been satisfied. Dr. Loux anticipates that marker dedications will increase in the coming months and encouraged Board members to attend dedications.

Board Comments Summary: Board members asked about current marker costs and if another foundry has been identified to produce the markers. Dr. Loux informed the Board that the current cost for marker production is \$2,880, and only one other foundry has been identified, but it would charge more than \$7,000 per marker.

**Local Marker Programs:**

Dr. Loux presented the following information on Local Marker Programs:

Dr. Loux presented Virginia Code §10.1-2209 which states that localities cannot create a local marker program without approval by the Board of Historic Resources. Additionally, the Board must approve markers to be placed on public lands (including multi-jurisdictional signage such as Civil War Trails, etc.). Local markers must be differentiated from DHR's highway markers in design, size, and appearance. Dr. Loux provided information and



context for the Nat Turner Trail local marker program which is currently being installed in the town of Courtland in Southampton County (14 of 19 markers have already been installed). While the County was not aware that it had to obtain the Board's approval for these markers, the design, size, and appearance is differentiated from DHR's highway markers. However, the County neglected to include the name of the governing body which approved the text of the marker (Southampton Historical Society) which is a requirement per §10.1-2209. Dr. Loux also provided the Board with a list of local marker programs.

Board Comments Summary: Board members asked why DHR marker demand is so high despite the rising costs of marker production. Dr. Loux explained that history has become a hot-button issue over the past few years and therefore more people are interested in commemorating historic sites and events across the Commonwealth.

### **Highway Marker Objections:**

Dr. Loux presented the following information on objections to highway makers:

Per §10.1-2209, only the Director and the Board have authority over DHR's Highway Marker Program. There is currently no policy in place regarding objections to highway markers. This has become an issue recently due to objections to two highway markers that were previously approved by the Board but not yet installed and removal of two highway markers by localities. Highway marker staff is now seeking the Board's input to determine if a formal policy is needed, and if so, what that policy may entail.

Board Comments Summary: Board members noted that objections to each highway marker situation are unique. However, the Board questioned whether or not it should respond to objections if the markers meet the standards for the application process and receive Board approval. Board members asked if there is any public review of a marker before it is approved by the Board. Director Langan stated that the only current public review is the Board meeting. Board members suggested that DHR should consider formally notifying localities about proposed highway markers thirty (30) days before the Board meeting for which the marker will be considered. Several Board members emphasized that the Board would consider the objection, but the objector would not have veto power. Should locality objections be received prior to the Board meeting, the Board would consider these objections at the Board meeting. Dr. Loux noted that in order to provide notice to localities, the marker text must be finalized. Currently marker text is not finalized until a week before the Board meeting, so staff would have to make significant adjustments to the entire marker review process. Board members also questioned if DHR has any enforcement ability if a marker is removed. Director Langan cited a past case wherein a county removed a highway marker without notifying DHR. The Office of the Attorney General sent a letter to the county informing them that marker removal is an illegal act but there were no repercussions. Dr. Loux stated that marker rejection and/or removal is very rare, ±1% of all markers have been rejected or removed over the 96-year history of the Highway Marker Program. Board members also asked if DHR has consulted with marker programs in other states on this issue. Dr. Loux stated that she has not been in contact with other statewide marker programs on this issue, but she will do so. Director Langan stated again that staff was not expecting answers at this meeting and asked that the Board members continue to consider this issue.

The Marker portion of the agenda ended at 4:10 p.m.

### **EASEMENT PROGRAM**

Megan Melinat, Director of Preservation Incentives Division, briefly reviewed basic criteria for Easement Program eligibility. Ms. Melinat also reviewed the Easement Program portfolio which includes over 675 easement properties covering ±77,000 acres across the Commonwealth. Karri Richardson, Easement Program Specialist, outlined the easement application process as well as the current open projects and the number of new easement applications received since March 2022. Wendy Musumeci, Easement Program Coordinator, reviewed restrictions and provisions found in typical DHR easements. Musumeci also highlighted the purpose of and qualifications for the Virginia Battlefield Preservation Fund ("VBPF") grant program and noted that it will now

be administered by the Easement Program. Changes to VBPF include a shorter grant application, a virtual grant workshop and an updated grant agreement. Kyle Edwards, Easement Program Archaeologist, presented a list of nine new easements recorded since March 2022. Finally, Brad McDonald, Easement Program Stewardship Coordinator, noted that the stewardship numbers for site visits have significantly increased following the addition of Elizabeth Lipford, Easement Stewardship Specialist. In the past year, stewardship staff have conducted 347 site visits to easement properties, or half of DHR's 675 easements. McDonald also stated that he and Ms. Melinat have reviewed 108 project review requests in the past year.

Comments Summary: Board members requested general information about outreach to new easement property owners and violations. Mr. McDonald explained that staff tries to stay up to date on easement property conveyances and routinely reaches out to new owners to see if they have any questions about DHR's easement restrictions. In response to a question regarding easement violations enforcement, Ms. Melinat provided the Board with a summary of a recent major violation and the remediation that the property owner agreed to undertake in order to correct the violation. Ms. Melinat also noted that when considering violation remedies, staff's goal is to balance the preservation negative aspects of a violation with a preservation positive solution. Director Langan stated that DHR tries to negotiate settlements with property owners whenever possible. Mr. McDonald noted that having an additional stewardship staff member has increased property owners' accessibility to DHR and this may play a role in preventing, or at least decreasing, easement violations.

The BHR meeting was adjourned at 4:59 p.m.

TRAINING SESSION FOR THE  
STATE REVIEW BOARD  
March 15, 2023

Collections Study Room, Department of Historic Resources, 2801 Kensington Avenue, Richmond, Virginia 23221

**State Review Board Members Present**

John Mullen, Chair  
Dr. Eleanor Breen  
Jeff Klee  
Greg Rutledge  
Carol Shull

**Department of Historic Resources (DHR)  
Staff Present**

Amanda Terrell  
Marc Wagner  
LaToya Gray-Sparks  
Michael Pulice  
Aubrey Von Lindern  
Joanna McKnight

**State Review Board Members Absent**

Dr. Jody L. Allen, Vic-Chair  
Dr. Larissa Smith

The State Review Board reconvened at approximately 3:20 p.m. The following presentations were made to the Board regarding DHR's National/State Register program.



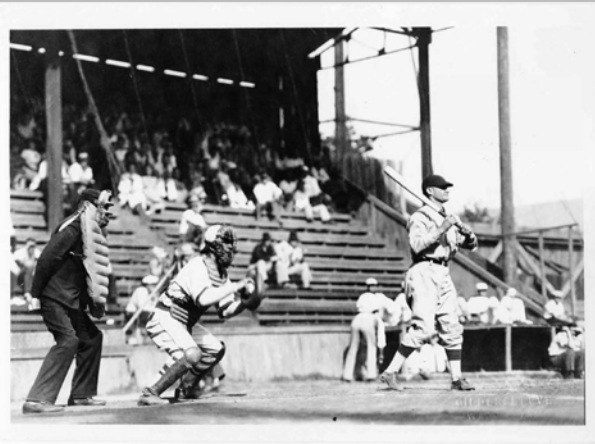
# State Review Board Spring Training

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Amanda Terrell plus Community Services Division

March 15, 2023





# Spring Training: Topics suggested by... you!

## 1. Areas of Significance:

How areas of significance are selected. Sometimes a PIF identifies one or two, but a nomination includes only one, or it adds one that wasn't part of the PIF.

## 2. Period of Significance:

How the period of significance is identified in nominations (and, for the SRB, in PIFs and why does it sometimes change when a nomination is prepared)

# Areas of Significance

National Register Bulletin 15  
How to Apply the National Register Criteria for Evaluation:

*“When evaluated within its historic context, a property must be shown to be significant for one or more of the four Criteria for Evaluation A, B, C, or D. The basis for judging a property’s significance and, ultimately, its eligibility under the Criteria is historic context. The use of historic context allows a property to be properly evaluated in a nearly infinite number of capacities.”*





# Period of Significance

**Criterion A:** For the site of an important event, such as a pivotal five month labor strike, the period of significance is the time when the event occurred. For properties associated with historic trends, such as commercial development, the period of significance is the span of time when the property actively contributed to the trend.

**Criterion B:** The period of significance for a property significant for Criterion B is usually the length of time the property was associated with the important person.

**Criterion C:** For architecturally significant properties, the period of significance is the date of construction and/or the dates of any significant alterations and additions.

**Criterion D:** The period of significance for an archeological site is the estimated time when it was occupied or used for reasons related to its importance, for example, 3000-500 B.C.



# Period of Significance cont'd

- Continued use or activity does not necessarily justify continuing the period of significance. The period of significance is based upon the time when the property made the contributions or achieved the character on which significance is based.
- Fifty years ago is used as the closing date for periods of significance where activities begun historically continued to have importance and no more specific date can be defined to end the historic period.  
(Events and activities occurring within the last 50 years must be exceptionally important to be recognized as "historic" and to justify extending a period of significance beyond the limit of 50 years ago.)



# Thank You.

Amanda Terrell,  
Director, Community Services Division

[Amanda.Terrell@dhr.virginia.gov](mailto:Amanda.Terrell@dhr.virginia.gov)

