

A G E N D A
JAMES CITY COUNTY HISTORICAL COMMISSION
ELECTRONIC SPECIAL MEETING
September 24, 2020
7:00 PM

This meeting will be held electronically pursuant to a Continuity of Government Ordinance adopted by the Board of Supervisors on April 14, 2020 and September 8, 2020. The meeting will be accessible to the public through a Zoom audio meeting with the following dial-in information:

Link: <https://zoom.us/j/92029017413>, **Phone:** (301) 715-8592, **Webinar Meeting ID:** 920 2901 7413

Citizen comments may be submitted via US Mail to the Historical Commission staff liaison, c/o Community Development, PO Box 8784, Williamsburg, VA 23187, via electronic mail to community.development@jamescitycountyva.gov, or by leaving a message at 757-253-6750.

Zoom meeting instructions are included as Attachment 1 of this agenda packet.

A. ESTABLISHMENT OF ZOOM CALL AND RESOLVING TECHNICAL ISSUES

B. CALL TO ORDER

C. ROLL CALL

D. ADOPTION OF RESOLUTION FOR ELECTRONIC MEETING

1. Electronic Meeting Resolution (Attachment 2)

E. MINUTES

1. May 28, 2020 Regular Meeting (Attachment 3)
2. July 7, 2020 Special Meeting (Attachment 4)

F. ADMINISTRATIVE REPORTS

1. Chairman's Report
2. Budget Reports
 - a. Changes to VDOT's funding of sign posts for highway markers (Attachment 5)
 - b. Funding of Doncastle's Ordinary sign post replacement vote
3. Planning Division Updates
 - a. New Staff Liaisons

G. COMMITTEE REPORTS

1. Norge Depot Update
2. Education and Activities

3. Local History

4. Site Overview

H. OTHER BUSINESS

1. Election of Officers

I. ADJOURNMENT

Zoom Instructions for Participants before a Meeting

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call via email. The notification will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

Join the Videoconference

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your computer’s audio and microphone at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your committee analyst.

Join Audio via Phone (Recommended for best connection)

If you have sluggish internet connection, your computer or phone lacks a microphone, or for issues with hearing the audio, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

During the Meeting

Using the participant controls in the lower left corner of the Zoom screen you can:



- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

On your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants (like a grid).

RESOLUTION

HISTORICAL COMMISSION ELECTRONIC MEETING

WHEREAS, on March 24, 2020, the James City County Board of Supervisors (the “Board”) adopted an emergency Ordinance to ensure the continuity of government in response to the coronavirus pandemic negatively affecting the health, safety, and welfare of the citizens of James City County (the “County”); and

WHEREAS, on April 14, 2020 and September 8, 2020, the Board readopted the continuity of government Ordinance (the “Ordinance”), which, under certain circumstances, permits the Board and its subordinate boards, committees, and commissions to conduct regularly scheduled, special, or emergency meetings solely by electronic or telephonic means without a quorum of members physically present (a “Virtual Meeting”); and

WHEREAS, the Historical Commission is a subordinate appointed commission of the Board and is therefore eligible to conduct a Virtual Meeting; and

WHEREAS, the Historical Commission desires to conduct a Virtual Meeting on September 24, 2020, at which time those items listed on the agenda attached hereto (the “Agenda”) will be considered; and

WHEREAS, each of the members of the Historical Commission have reviewed each the items listed on the Agenda and have determined that consideration of each is necessary to ensure the continuation of the essential functions of the government during the emergency described in the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Historical Commission of James City County, Virginia, hereby finds and declares that immediate consideration of each of the items set forth in the Agenda is necessary to ensure the continuation of essential functions of the government during the emergency declared by the Board and further described in the Ordinance.

Stephen Phillips
Chairman, Historical Commission

ATTEST:

Tori Haynes
Liaison to the Historical Commission

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
ABBOTT	___	___	___
BOELT	___	___	___
CARTER	___	___	___
HAMILTON-PETTEYS	___	___	___
HENKE	___	___	___
JAKOBOWSKI	___	___	___
JONES	___	___	___
OUTLAW	___	___	___
PHILLIPS	___	___	___
SWENSON	___	___	___

Adopted by the Historical Commission of James City County, Virginia, this 24th day of September, 2020.

MINUTES
JAMES CITY COUNTY HISTORICAL COMMISSION
ELECTRONIC MEETING
May 28, 2020
7:00 PM

A. ESTABLISHMENT OF ZOOM CALL AND RESOLVING TECHNICAL ISSUES

B. CALL TO ORDER

Mr. Phillips called the meeting to order at approximately 7:05 p.m.

C. ROLL CALL

Present:

Mr. Frank Abbott
Mr. Fred Boelt
Ms. Adrienne Carter
Mr. Russell Henke
Mr. Mark Jakobowski
Mr. Alain Outlaw
Mr. Stephen Phillips
Mr. Ben Swenson

Absent:

Ms. Chris Hamilton-Petteys
Mr. Lafayette Jones

Staff:

Ms. Tori Haynes, Senior Planner
Mr. Alex Baruch, Acting Principal Planner

D. ADOPTION OF RESOLUTION FOR ELECTRONIC MEETING

1. Electronic Meeting Resolution (Attachment 2)

The electronic meeting resolution was approved unanimously.

E. MINUTES

1. January 23, 2020 Meeting Minutes (Attachment 3)

The minutes were approved unanimously, with revisions requested by Mr. Outlaw.

F. NEW BUSINESS

1. 2020-21 Calendar Adoption (Attachment 4)

The 2020-21 calendar was adopted unanimously.

2. FY 2021-22 Budget Update (Attachment 5)

Mr. Phillips introduced the proposed budget revisions, which were required in response to potential fiscal impacts from the Covid-19 pandemic.

The revised budget was approved unanimously.

3. Endorsement of the acquisition of ±9 acres of Civil War Battle of Williamsburg property in James City County

Mr. Jakobowski requested that the Commission consider contributing to the American Battlefield Association's purchase of the Civil War battlefield. He discussed a current fundraising effort on behalf of the American Battlefield Trust and suggested moving funds from another line item in the budget to contribute.

Mr. Swenson stated that he had spoken with Drew Gruber, and his understanding was that public government funding may not be needed. He clarified that the Historical Commission does not necessarily need to contribute funds as an organization, but private contributions from members were welcome. He also provided some background information and geographic details on the proposed site.

Mr. Outlaw stated his support for an endorsement of the project, but not direct funding from the Historical Commission's budget.

A motion to table the discussion until September was approved unanimously.

4. Endorsement of new signage identifying Battle of Greensprings for 240th anniversary

Mr. Swenson proposed that the Historical Commission look into grant opportunities to fund the installation of enhanced signage identifying specific parts of the Greensprings Battlefield for the upcoming anniversary celebrations.

Mr. Phillips suggested that the Education or Local History Committee work on this project.

A motion to pledge support for the commemoration of the 240th anniversary of the Battle of Greensprings project, which may include developing interpretive signage, was approved unanimously.

G. OTHER BUSINESS

Ms. Carter stated that the WYDaily recently ran a second article on the Log Cabin Beach historic highway marker, and she was continuing to get positive feedback from the community with information for her research.

Mr. Henke asked if the posthumous Historic Preservation Award for Mr. John Labanish had been completed yet. Ms. Haynes confirmed that the order had already been placed.

H. ADJOURNMENT

The meeting was adjourned at approximately 7:45 p.m.

MINUTES
JAMES CITY COUNTY HISTORICAL COMMISSION
ELECTRONIC SPECIAL MEETING
July 7, 2020
7:00 PM

A. ESTABLISHMENT OF ZOOM CALL AND RESOLVING TECHNICAL ISSUES

B. CALL TO ORDER

Mr. Phillips called the meeting to order at approximately 7:00 p.m.

C. ROLL CALL

Present:

Mr. Frank Abbott
Mr. Fred Boelt
Ms. Adrienne Carter
Mr. Russ Henke
Mr. Lafayette Jones
Mr. Alain Outlaw
Mr. Stephen Phillips
Mr. Ben Swenson

Absent:

Ms. Chris Hamilton-Petteys
Mr. Mark Jakobowski

Staff:

Ms. Tori Haynes, Senior Planner
Mr. Alex Baruch, Acting Principal Planner

Other:

Dr. Amy Quark, William & Mary
Ms. Omiyemi Artisia Green, William & Mary

D. ADOPTION OF RESOLUTION FOR ELECTRONIC MEETING

1. Electronic Meeting Resolution

The electronic meeting resolution was approved unanimously.

E. NEW BUSINESS

1. Donation of Oral History Collection to William & Mary

Ms. Carter stated that she was approached by Dr. Amy Quark of William & Mary to hold a vote to approve the formal donation of oral history materials collected by the Historical Commission in 1980s-90s.

Dr. Quark stated that she was present on behalf of William & Mary as well as the Village Initiative, a grassroots organization focused on education equity. Both organizations are collaborating with Williamsburg-James City County Schools to build an online archive of primary documents related to local black history that teachers in the K-12 school system can use to enhance their curriculum. She clarified that Swem Library currently holds some oral

history documents from the Commission already, but does not have formal permission to provide the documents to the public online.

Ms. Green added some information about how teachers will be able to use the materials and lesson plans in their curriculum.

Ms. Carter, Mr. Phillips, and Mr. Henke expressed their support for the donation.

Ms. Haynes stated that the Planning Division office has additional materials that are part of the same collection and can be included in the overall donation to Swem Library. She confirmed she will coordinate with Dr. Quark to transfer the materials.

A motion to deed the items to the Swem Library was approved unanimously.

2. Funding of Doncastle's Ordinary Highway Marker Replacement

Mr. Phillips stated that the Doncastle's Ordinary highway marker had been destroyed by a vehicle, and was in need of replacement. Per staff at the Virginia Department of Historic Resources, VDOT and DHR would technically be able to replace the marker, but the schedule would be subject to funding availability and may take a long time to replace. Should the Commission choose to fund the replacement, the repairs could happen more quickly.

Mr. Boelt expressed his support for funding the replacement to expedite the process, and his understanding was that the state's prioritization for funding the repairs was likely low. He clarified that Ms. Martha McCartney had actually discovered the damage and contacted him to look into repairs, but he did not know how the damage happened.

Ms. Haynes stated that funding for the repairs could come out of the current fiscal year budget, as there was already funding for two markers. The Commission could choose to use the funding equivalent for one marker.

Mr. Henke expressed support for funding the repairs.

Mr. Jones suggested waiting for the proposed Lafayette High School marker to be completed first.

Mr. Boelt stated there is room in the budget for two markers, and reiterated his support for funding the Doncastle's Ordinary marker now.

A motion to fund the Doncastle's Ordinary marker was approved unanimously.

3. Other Business

Mr. Henke asked about the intended location of the proposed Lafayette High School highway marker.

Mr. Jones stated the marker would be located across the street from Lafayette High School. He clarified that the high school is named after both James Lafayette and the Marquis de Lafayette.

Mr. Henke noted that there is an existing marker for James Lafayette in New Kent County.

F. ADJOURNMENT

The meeting was adjourned at approximately 7:30 p.m.

Historical Commission FY21-22 Budget with updated notes regarding sign post funding

Last updated 9/16/20

FY21 BUDGET (JULY 2020 - JUNE 2021)		
Note: Final purchases must be made in April		
Item	Justification	Amount
Historic Highway Markers	Funding for 2 historic highway markers. Note: VDOT recently informed DHR that they will no longer provide the sign posts for free. <ul style="list-style-type: none"> • 1 marker = \$1,770 (same price) • 1 sign post = \$175 • Total cost = \$1,945 • Total cost x2 = \$3,890 • Difference of \$290 <i>Cannot change approved budget total, but can shift funds from a different line item from this FY.</i>	\$3,600
Historic Preservation Awards	Engraving for historic preservation awards. The Commission typically gives out 2 per year.	\$300
Student History Award	Contest promoting youth involvement and education in the history of JCC, open to all public, private, and home-schooled students in the WJCC Schools attendance area. Topics focus on history of JCC, with prizes given for 1st, 2nd, and 3rd places. Funding covers the cash prizes, award engraving, and advertising in local media.	\$2,500
Business cards	Cards for Historical Commission members to distribute during official events.	\$60
Name tags	Name tags for Historical Commission members for official events.	\$50
WWII 75th Anniversary Event (V-J)	Tent rental and light refreshments for a commemoration of the 75th anniversary of the WWII victory over Japan (August 14, 1945). Also includes gift for guest speaker.	\$400
Stonehouse Investigation	Funding for archaeological investigation of the original Stonehouse site (after which the Stonehouse District is named), utilizing remote sensing (ground penetrating radar, magnetometry, and/or resistivity) to locate and characterise the underground ruins.	\$9,000
TOTAL FY21		\$15,910

FY22 BUDGET (JULY 2021 - JUNE 2022)		
Note: Final purchases must be made in April		
Item	Justification	Amount
Historic Highway Markers	Funding for 2 historic highway markers. Note: VDOT recently informed DHR that they will no longer provide the sign posts for free. <ul style="list-style-type: none"> • 1 marker = \$1,770 (same price) • 1 sign post = \$175 • Total cost = \$1,945 • Total cost x2 = \$3,890 • Difference of \$290 <i>Cannot change approved budget total, but can shift funds from a different line item from this FY.</i>	\$3,600
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Caboose Ribbon Cutting	Once restoration of the Norge Depot caboose is complete, Commission would like to hold a grand opening of the caboose for the public (similar to event for the Depot's opening)	\$300
TOTAL FY22		\$6,700