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Agenda Item

County of Hanover

Board Meeting: April 9, 2014

Subject: Consideration of Policy – Protection of the Old Courthouse Historic Overlay District Grounds Historic Integrity

Summary of Agenda Item: The Historic Courthouse Area Advisory Committee (the Committee) recently established guidelines and procedures by which it will review future proposals for the area within the historic district and the process for that review. A copy of this document is attached for the Board’s information.

The Committee is advisory only; therefore, the guidelines document cannot establish County policy. This raises a concern of the Committee for maintenance of the integrity and historic character of the Historic Courthouse square (the area bounded by the brick wall and Route 301). To address this concern, the Committee wishes to recommend to the Board of Supervisors that a policy be established related to the historic square. The Committee provided a draft policy statement within the attached memorandum dated February 27, 2014.

If the Board determines such a policy is appropriate, staff has provided a policy document based upon the Committee’s policy statement.

The Chairman of the Committee, Anne Cross, will be present at the Board meeting to summarize the Committee’s concerns and recommendation. She and staff will be available to answer questions.

County Administrator’s Recommended Board Motion: Should the Board determine the recommended policy is appropriate, it is recommended that the policy be adopted.

DRAFT

PROTECTION OF THE HISTORIC INTEGRITY OF THE OLD COURTHOUSE HISTORIC OVERLAY DISTRICT GROUNDS POLICY HANOVER COUNTY, VIRGINIA

I. Purpose

To protect and maintain the integrity and historic character of the Historic Courthouse square (the area bounded by the brick wall and Route 301) and to control of the placement of new features within the Old Courthouse Historic Overlay District (District).

II. Placement of new features within the Old Courthouse Historic Overlay District

- A. No new monuments shall be added to the square. The iconic buildings within that square are monuments in themselves to the history of Hanover County, which should not be negatively impacted from the further addition of contemporary features (monuments, markers, signs, etc.).
- B. Features already in place such as the Confederate Monument, the "Road to Revolution" markers and the State historic markers are grandfathered, but nothing more should be added to the Square.
- C. No gifts of plans, planting materials or trees shall be accepted unless they are part of an overall master plan for the square and in keeping with the historic character of its area.
- D. The Bicentennial Park to the rear of the Historic Courthouse square is the most appropriate location for any future proposed features within the District.

III. Implementation

The Historic Courthouse Area Advisory Committee shall review all requests related to the placement of new features within the District and make recommendations to the Board of Supervisors and County administration.



Post Office Box 470, Hanover, Virginia 23069

MEMORANDUM

TO: The Honorable Aubrey M. Stanley, Supervisor, Beaverdam District

FROM: Claudia D. Cheely, Senior Planner II *CDC*

SUBJECT: Historic Courthouse Area Advisory Committee Recommendation to the Board of Supervisors for Establishment of a County Policy to Protect the Integrity of the Grounds of the Old Courthouse Historic Overlay District

DATE: February 27, 2014

COPIES: Cecil R. Harris, Jr., County Administrator
Frank Harksen, Deputy County Administrator
David P. Maloney, AICP, Director of Planning
The Hanover County Board of Supervisors
The Historic Courthouse Area Advisory Committee

At the request of the Hanover County Historic Courthouse Area Advisory Committee, I offer their recommendation for consideration:

On February 26, 2014, the Historic Courthouse Area Advisory Committee met to review a draft guidelines document, which was drafted to establish rules by which the Courthouse Committee will review future proposals for the area within the historic district and the process for that review. The guidelines were modified by the Committee and then adopted for its future use.

However, because the Committee is advisory only, the guidelines document cannot establish County policy and a concern of the Committee is the integrity and historic character of the Historic Courthouse square (the area bounded by the brick wall and Route 301). Therefore, the Committee wishes to recommend to the Board of Supervisors that a policy be established related to the historic square. The Committee recommends the following for the Board's consideration:

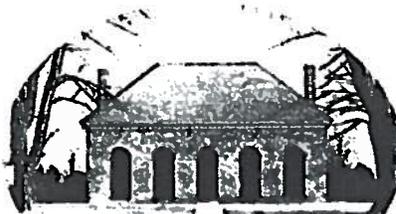
To preserve the integrity of area of the Historic Courthouse square within the Old Courthouse Historic Overlay District, it shall be the policy of Hanover County that no new monuments shall be added to the square. The iconic buildings within that square are monuments in themselves to the history of Hanover County, which should not be negatively impacted from the further addition of contemporary features (monuments, markers, signs, etc.).

Features already in place such as the Confederate Monument, the “Road to Revolution” markers and the State historic markers are to be grandfathered, but nothing more should be added to the Square. No gifts of plans, planting materials or trees shall be accepted unless they are part of an overall master plan for the Square and in keeping with the historic character of its area.

The Bicentennial Park to the rear of the Historic Courthouse Square is the most appropriate location for any future proposed features within the Old Courthouse Historic Overlay District.

Should you wish to discuss this recommendation, the Committee would be happy to meet with you.

/cdc



Historic Courthouse Area Advisory Committee

Post Office Box 470, Hanover, Virginia 23069

***Historic Courthouse Area Advisory Committee's Guidelines
For Consideration of Proposed Donations to the
County Owned Portion of
the Hanover Court House Historic District***

Adopted: February 26, 2014

I. Purpose of the Guidelines

The Historic Courthouse Area Advisory Committee (“Courthouse Committee”) is designated to provide the Hanover County Board of Supervisors and Administration with advice and oversight of the County-owned portion of the Old Courthouse Overlay Historic Preservation (the “District”) to promote preservation and enhancement of the District and its setting as a cultural and education center for the County. The purpose of the guidelines is to provide the Courthouse Committee with rules and procedures by which it will evaluate donation proposals from private parties for installation within the District in accordance with policies of the Board of Supervisors. Because there are usually limited funds to protect, maintain, preserve and conserve such donated items, a careful review process must be conducted to evaluate proposed donations, and the following criteria and guidelines have been developed for that purpose. The final decision regarding acceptance of and installation of a donated items shall be in accordance with established policies.

II. Objectives

The Courthouse Committee's objectives in creating and following the guidelines and procedures shall be to:

- Define the criteria for its use when accepting and locating donated items from individuals, groups and/or businesses within the District.
- Establish the application requirements for requesting the installation of donated items within the District.
- Adhere to and provide respect for the intended purposes of the District and the surrounding environments.
- Enhancement of the landscape, cultural or historic value of the District.
- Ensure the design, placement and environment of donated items are consistent and respectful of the historic importance, layout and features of the District.

III. Administration of This Policy

This policy shall be administered by the Courthouse Committee with the assistance of the Hanover County Planning Department (the “Department”). The recommendations of the Courthouse Committee required under this policy shall be made to the County Administrator’s Office. It is noted that donations of additional structures or donations that involve changes to existing structures shall also require an additional determination by the Architectural Review Board (the “ARB”) through its Certificate of Approval process.

The Courthouse Committee shall receive applications for placement of items within the District and shall provide its recommendations to the County Administrator’s Office. It shall also provide its recommendation to the ARB, if a Certificate of Approval is required.

IV. Acceptance Criteria

The Courthouse Committee will use the following criteria in the evaluation of proposed donated items:

- Items to be placed within the District shall be consistent with the applicable master plan for the government complex, and all other regulations, and laws of the County, Commonwealth of Virginia, and the United States.
- Items to be placed within the District shall not diminish its historic character or existing features.
- The County will not accept items that are determined to promote a religious and/or political cause, issue, or event in a manner inconsistent with the constitution, laws, and regulations of the United States and the Commonwealth of Virginia.
- Items that may require significant maintenance, or that shall incur expensive maintenance costs in the future may not be accepted.

V. Siting of Donated Items

All proposed donated items must relate to and support their proposed site. Any person proposing to install a donated item must include a proposal for siting their item along with an explanation of its significance and relationship to the identified site.

VI. Assessment and Approval Process

To insure that items placed within the District are consistent with these guidelines, each applicant must complete the application documents provided by the Department, and complete the outlined review process.

- An individual, group or business proposing to donate an object for placement within the District must submit the application to the Department. The applicant(s) must provide the following information:
 1. A description and/or pictorial description of the proposed design and structure of the item/project.
 2. An outline of the materials to be used to fabricate and/or finish the item.
 3. The proposed location(s) of the item.
 4. An explanation of how the proposed item meets the criteria and objectives of this policy.
 5. A brief profile of the party making the donation, including contact information.
 6. If applicable, a brief profile of the artist designing/constructing the item.
 7. If applicable, a description on how the item will be designed to withstand weathering, and future maintenance requirements.
 8. Letters of support from historical/preservation organizations or community groups regarding the proposed item. (optional)

9. Letter of support from the family if the proposed donation is in memory of a deceased individual.
- If the application is complete and is accepted, the Department shall route the application to the review agencies for comments, which shall be provided to the Courthouse Committee for their consideration in making its recommendations.
 - The Courthouse Committee will review the application to determine if the proposed item meets the criteria and objectives of this policy, and provide a recommendation to the County Administrator or the ARB. The application will not be considered if it does not meet the stated objectives and criteria of this policy. The Department may request the applicant(s) provide additional information in order for an application to be reviewed and processed.
 - If the location for the item proposed in the application is not supported by the Courthouse Committee, it may recommend an appropriate location for the proposed item.
 - The Courthouse Committee will ensure the design of the item respects the historical and natural environment of the public space. The Courthouse Committee will also ensure that maintenance and operating implications of the design are considered before making a recommendation for approval.
 - The Department will notify all applicants in writing of whether the County has accepted or declined acceptance of the proposed donated item and/or structure.

VII. All Inclusive Costs

Applicants must agree to cover all costs of the project including, but not limited to, the cost of design, fabrication, desired donor plaques, transportation, installation, and site preparation work, foundation, lighting, electrical, and permits where applicable. All inclusive costs should be stated on the proposal form application. Any party hired or employed by the requesting party must provide proof of insurance that may include, but will not be limited to, general liability, professional liability insurance, payment and performance bonds, workers compensation coverage, or other protections as may be required by the County. Applicants must also enter into an agreement with the County agreeing to indemnity and hold harmless the County from any injuries related to the installation and/or placement of the donated item.

VIII. Maintenance

The County will consider future maintenance requirements when evaluating proposed donation applications. Donations that require significant and costly maintenance may require insurance, a bond or an endowment fund, and a maintenance schedule by the donor to ensure the project's condition remains satisfactory. If an adequate level of maintenance is not continued, the County reserves right to remove and/or modify the item or portions of it.

IX. De-Accessioning Provisions

The Courthouse Committee may recommend de-accessioning, or officially removing items from public display of donated items may be considered when it determines that removing an item is in the best interest of improving the quality of the County property. Examples of when de-accessioning may be considered include:

- The item has deteriorated beyond reasonable means of conservation or the item has lost its usefulness.
- The authenticity, attribution, or genuineness of the item is determined to be inaccurate, false, or fraudulent.
- The item is redundant or is a duplicate or no longer provides its intended value.
- The item is located in an area where jurisdiction will be transferred to another entity or is made inaccessible to the public.

X. Donor Recognition

Forms of donor recognition shall be considered in conjunction with the application process; therefore, those details should be included in the proposal description.



Historic Courthouse Area Advisory Committee

**APPLICATION FOR CONSIDERATION OF PROPOSED DONATIONS
TO THE COUNTY OWNED PORTION OF
THE HANOVER COURT HOUSE HISTORIC DISTRICT**

Donor Information Checklist

1. Contact Information of Donor or Donating Organization

Name: _____

Address: _____

Telephone: _____

E-mail: _____

FAX: _____

2. Contact Information of Liaison (*if other than specified in No. 1*):

Name: _____

Address: _____

Telephone: _____

E-mail: _____

FAX: _____

3. Description of the circumstances under which the gift is being proposed: _____

4. Type of Donation (*please describe*): _____

5. If a donation recognition plaque is requested in this project, please complete the following:

a. Exact wording (*including capitalization and punctuation*): _____

b. Size of plaque: _____

c. Plaque material: _____

6. Proposed Location for Donation

Site name: _____

Describe specific location on site (*and attach map*): _____

Justification for this geographic location: _____

7. Project Budget

a. Site preparation total cost (attach detailed budget): _____

Narrative description: _____

b. Ongoing/Annual cost to maintain the donation:

Maintenance plan (please attach copy): _____

Endowment (*if an endowment fund is to be setup, please include proper justification for the funding required*): _____

Other: _____

Total Estimated Annual Budget: _____

8. Cost Exclusion (*list any cost or part of the project that will not be provided by the artist/donor*): _____

9. Estimated value of each Item, including appraisals of item(s): _____

10. Anticipated Dates for the Project, including initial start date, construction schedule, and completion date: _____

11. Anticipated Life of the Item(s): _____

12. Evidence of Public Support for the Proposed Donation (*please attach*).

13. Additional Information/Documentation. Please include or attach any additional information deemed necessary or appropriate for evaluation of the project by the County.

For additional information or questions, please contact the Hanover County Planning Department at: (804) 365-6171.

RETURN COMPLETED FORM TO:

Hanover County Department of Planning
7516 County Complex Road
Hanover, VA 23069

OR MAIL: _____

Hanover County Department of Planning
P. O. Box 470
Hanover, VA 23069