



David B. Bradley
Chair

Lorna M. Wyckoff
Vice-Chair

James E. Wootton
Executive Director



COMMONWEALTH OF VIRGINIA
Capitol Square Preservation Council

MEMORANDUM

TO: The Honorable Mark R. Warner
Governor of Virginia
Members, Virginia General Assembly

FROM: James E. Wootton *JEW*
Executive Director, Capitol Square Preservation Council

DATE: 1 December 2004

SUBJECT: *2004 Preservation Council Annual Report*

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- Charles E. Brownell
 - Robert E. Comet, Jr.
 - Richard C. Gibbons
 - W. Douglas Gilpin, Jr.
 - Joseph Jenkins III
 - Marvin F. Moss
 - Betty C. Schutte
 - Paul W. Timmreck
 - James H. Whiting

Pursuant to Chapter 976 of the 1999 *Acts of Assembly*, the Capitol Square Preservation Council “shall make a report on its activities and recommendations, if any, annually by December 1 to the Governor and General Assembly.”

It is my pleasure to present the 2004 Annual Report of the Capitol Square Preservation Council. This report reflects the effort and dedication put forth by the fourteen members of the Council, and I continue to be honored to serve as their Director.

Please feel free to let me know if you have any questions or if I may be of assistance.

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- Ex Officio Members
- The Honorable Bruce F. Jamerson
 - The Honorable Susan Clarke Schaar
 - The Honorable Sandra D. Bowen

Cc: The Honorable Sandra D. Bowen
William H. Leighty

CAPITOL SQUARE PRESERVATION COUNCIL

Annual Report—1 December 2004

Created by the Virginia General Assembly in 1999, the Capitol Square Preservation Council oversees “the architectural, historical, archaeological and landscape features of Capitol Square.” The fourteen-member Council recommends actions for “the enhancement of their historical and architectural integrity” and strategies “that will enhance interpretive and educational opportunities.” Council members “review all plans or proposals for alterations, improvements, additions, renovations or other disposition that is structural or architectural in nature. No implementation of such plans or proposals shall take place prior to review by the Council.” The Council is also charged with making a report of its activities to the Governor and General Assembly by December 1 of each year.

Highlights:

- θ **Capitol Square Master Landscape Plan is completed, approved.**
- θ **Collaboration with agencies and committees on the Virginia Capitol Restoration/Extension Project.**
- θ **Research on the history of the Capitol Square landscape and its 20th-century buildings.**
- θ **Over 80 lectures/tours to academic classes, civic clubs, organizations, and groups.**
- θ **Guide book to the Capitol and Capitol Square is published.**

The Council's work has been coordinated by Executive Director James E. Wootton since June 2000. In 2004 the Council and Director have pursued the following goals:

Historic Preservation and Conservation--*Develops comprehensive multi-year plan for conservation, restoration and refurbishment of architectural, historical, archaeological, and landscape features of Capitol Square.*

Action: Participation in the Capitol Restoration/Extension Project and Blue Ribbon Panel review. Provided documentation for renovation of Finance Building and Washington Building. Continued research of Capitol Square. Consultation with architects and with General Services staff for building maintenance, restoration, and future use. Meetings with Director of the Virginia Capitol Preservation Foundation and with potential donors.

Collaborated with staff, landscape architect consultants, and Council members to document the landscape history of Capitol Square and to revise and complete the Capitol Square Landscape Master Plan. Participation with graduate students in the Virginia Tech landscape department to develop a study of the Governor Street corridor.

Inventories and develops a conservation plan, in conjunction with the Library of Virginia (State Library/Artwork Coordinator) and the Clerks of the House and Senate, for all works of art, including paintings, sculpture, decorative arts and antique furniture in a manner consistent with House Bill 1206.

Action: Ongoing working relationship with the Curator of the State Art Collection, Library of Virginia. Participated with the Curator in planning for placement of certain artwork during Capitol construction and in researching and submitting a report of recommendations for artwork in the new Executive Office Building.

Develops plans for the identification, preservation, and scholarly research of archives related to the Capitol, including written works, photographs, and electronic recordings.

Action: Ongoing research of the collections of the Library of Virginia, the Virginia Historical Society, and the Department of Historic Resources. Managed a summer research intern who documented the history of five of Capitol Square's twentieth-century buildings. Worked with a volunteer historian who documented the history of the Capitol Square landscape. Received archival material to be placed in the Preservation Council collection at the Library of Virginia.

Administrative--*Carries out policies developed by the Council and reports, as requested, to the Council. Serves as a liaison with the Clerk of the House of Delegates, Clerk of the Senate, Secretary of Administration, Art and Architectural Review Board, and Department of General Services.*

Action: Reported to Council at four quarterly meetings and at two work sessions with consultants. Presentation for House and Senate Joint Rules Committee. Daily interaction with state officials and agencies.

Provides administrative support to the Council and performs other such duties as may be assigned by the Council.

Action: See above. Reports to Council Chair by memo, email, and phone weekly. Records and distributes minutes of quarterly meetings to Council members. Manages Council correspondence, inquiries, and accounts.

Schedules and conducts periodic meetings of the Council. Coordinates programs and presentations to the Council.

Action: Scheduled four quarterly Council meetings, three project site visits, and two work sessions with consultants. Coordinated agenda with Council Chair. Arranged for special presentations from the Capitol Police, Department of General Services, the Library of Virginia, and the Virginia Capitol Preservation Foundation.

Represents the Council before legislative committees as necessary to fulfill the requirements of the enabling legislation.

Action: Attended meetings of Senate Finance and House Appropriations committees, as well as Capitol Renovation Sub-Committee and working committee. Regular attendance at meetings of the Executive Committee for the Capitol Restoration/Extension Project.

Develops and administers the Council budget. Complies with State procurement regulations.

Action: Maintains monthly budget report system with the Department of Legislative Services. Reviews and submits invoices and reimbursements.

Initiates and coordinates fund raising activities as may be required to implement plans adopted by the Council.

Action: Received \$2,675 in speaker fees and honoraria. Ongoing research of prospective funding sources in the public and private sector. Collaboration with the Executive Director, Virginia Capitol Preservation Foundation for project funding.

Interpretive Programs--*Develops programs to interpret the history of the Capitol and its environs.*

Action: Presented 82 lectures or walking tours of Capitol Square to Elderhostel classes from the College of William and Mary and from Virginia Commonwealth University, to the UVA School of Continuing Education, to the Eastern Shore Historical Society, and to the public.

Works with the Capitol hostesses to enhance further the existing visitor services program and accommodate tourists, school children, and special guests of the Governor and General Assembly.

Action: Coordination with Capitol Historian and with the Clerk of the House and Clerk of the Senate for accommodating special groups at the Capitol. Receive and distribute research findings with the Capitol Historian and with the Curator of the State Art Collection for use in interpreting the Capitol. Collaborated with the Historian and the Curator to write the revised guide book to the Capitol and Capitol Square.

Utilizes all forms of information technology to educate the public about the history and modern day uses of the Capitol.

Action: Publication of revised guide (see above). Upgrades and layout improvements to Preservation Council web site currently underway.

Publishes materials as approved by the Council.

Action: The revised guide to the Capitol and Capitol Square was the major publication of the year. Edited the texts of the landscape history of Capitol Square and the intern report on five 20th-century buildings on Capitol Square.

Capital Development and Improvement--*In cooperation with the Clerks of the House and Senate, Art and Architectural Review Board, Secretary of Administration, and Department of General Services, develops plans and recommendations for the maintenance and preservation of the architectural, historical, archaeological and landscape features of Capitol Square and for the enhancement of their historical and architectural integrity.*

Action: Completion of Capitol Square Landscape Master Plan. Ongoing participation in the Capitol Restoration/Extension Project. Consultation with Department of General Services and with the Department of Historic Resources regarding Capitol Square buildings and sites.

Works closely with the Department of General Services in developing capital budget requests and appropriations for construction, renovation and improvements to the Capitol Square structures and grounds and in making recommendations to the Governor and General Assembly.

Action: Ongoing working relationship with Department of General Services. Maintain a memorandum of agreement the Director of General Services for projects involving Capitol Square Preservation Council, as required by enabling legislation.