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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 2005

SUBJECT: *2005 Preservation Council Annual Report*

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 2005 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.

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

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 1st of each year.

Highlights:

- ❑ **Foundation grant award of \$365,000 to the Virginia Capitol Preservation Foundation for restoration of historic Capitol millwork.**
- ❑ **Recommendation of an exhibit design firm for the Capitol.**
- ❑ **Collaboration with agencies and committees on the Virginia Capitol Restoration/Extension Project.**
- ❑ **Capitol Square Master Landscape Plan recognized in Capitol Project.**
- ❑ **Research on the history of the Capitol Square landscape and of four buildings.**
- ❑ **Over 80 lectures/tours to academic classes, civic clubs, organizations, and groups.**

The Council's work has been coordinated by Executive Director James E. Wootton since June 2000. In 2005 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. Provided documentation for a study of the Ninth Street Office Building. Continued research of Capitol Square. Consultation with architects and with General Services staff for building maintenance, for restoration, and for design and installation of new gates for the historic Capitol Square fence.

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. Consulted with the Curator in preparation of the exhibit “A Capitol Collection.”

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 four of Capitol Square's nineteenth and twentieth-century buildings. 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 eight committee meetings. Daily interaction with state officials and agencies. Chaired an *ad-hoc* committee at the request of the Clerks to research exhibit designers for the Capitol.

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

Action: See above. Reports to the 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 site visits, and eight committee meetings. Coordinated agendas with the Council Chair. Arranged for special presentations from the 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. Attended relevant 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, gifts, honoraria, and reimbursements.

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

Action: Collaboration with the Executive Director, Virginia Capitol Preservation Foundation, for a foundation request resulting in a \$365,000 grant for restoring historic 18th-century millwork in the Capitol. Received \$2,300 in speaker fees and honoraria. Ongoing collaboration with the Director of the Virginia Capitol Preservation Foundation to cultivate potential donors in the public and private sectors.

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

Action: Presented 84 lectures or walking tours of Capitol Square to Elderhostel classes from the College of William and Mary and from Virginia Commonwealth University, to the Ginter Park Woman's Club, to three genealogical groups, and to the public. Named one of ten recognized scholars by Elderhostel for its domestic and international programs. Chaired an *ad-hoc* committee to research exhibit design firms and to recommend an exhibit designer for the Capitol to the Virginia Capitol Preservation Foundation.

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.

Presentations to the Capitol interpreters and to the Mansion docents on the history of the Capitol and Capitol Square and on current projects. Regularly receive and distribute research findings with the Capitol Historian and with the Curator of the State Art Collection for use in interpreting the Capitol.

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

Action: Worked with a technology staff member from the House of Delegates to upgrade the Council's website. Worked with a technology staff member from the Senate to create a PowerPoint presentation on the Capitol's history and current projects.

Publishes materials as approved by the Council.

Action: Edited the text of the intern report on four Capitol Square buildings. Edited a manuscript on the Executive Mansion for possible publication.

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 the Capitol Square Landscape Master Plan and review with the Garden Club of Virginia. 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.