



COMMONWEALTH OF VIRGINIA  
Capitol Square Preservation Council



**MEMORANDUM**

**TO:** The Honorable Robert F. McDonnell  
Governor of Virginia  
  
Members, Virginia General Assembly

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

**DATE:** 1 December 2010

**SUBJECT:** *2010 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 2010 Annual Report of the Capitol Square Preservation Council. This report reflects the effort and dedication put forth by the 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 otherwise be of assistance.

**Cc:** The Honorable Lisa Hicks-Thomas  
The Honorable Bruce F. Jamerson  
The Honorable Susan C. Schaar

# CAPITOL SQUARE PRESERVATION COUNCIL

## Annual Report—December 1<sup>st</sup>, 2010

---

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 charged with making a report of its activities to the Governor and General Assembly by December 1<sup>st</sup> of each year.

### **2009-2010 Highlights:**

- ❑ **Completion of \$109,026 project award from Virginia chapters, Daughters of the American Revolution**
- ❑ **Notification of \$5,000 award from the Garden Club of Virginia toward publication of a history of Capitol Square**
- ❑ **Initiation of the Capitol’s first comprehensive oral-history project with interviews of individuals currently or formerly associated with Capitol Square**
- ❑ **Collaboration with the Department of General Services and the Department of Historic Resources in restoration of the exterior of the Bell Tower and in repair and restoration of the 1818 Capitol Square fence**
- ❑ **Collaboration in completing and dismantling a one-year exhibit on Virginia’s Indian tribes in the Capitol Extension**
- ❑ **Participation in initial development of a Virginia Capitol logo**
- ❑ **Presentation of 74 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 2010 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: Consulted with architects and with staff from General Services and from Historic Resources on the Bell Tower exterior restoration, conservation of the Capitol Square fence, and landscape design. Consulted with General Services and Conservation and Recreation staff in preparation of a successful grant application to the National Fish and Wildlife Foundation for projects to manage stormwater on Capitol Square. Reviewed the Capitol Square Landscape Master Plan for adherence to general recommendations and for specific projects.

*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: Maintained ongoing working relationship with the acting Curator of the State Art Collection, Library of Virginia. Participated with the Curator and Capitol Historian to develop room and object labels and text for public areas throughout the Capitol. Participated with House and Senate staff and with the Library of Virginia to develop exhibits for the Capitol. *Ex-Officio* member of commissions to develop Capitol Square monuments to women and to Virginia's Indian tribes.

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

Action: Managed two summer internships. The first intern initiated an oral-history project through interviews and transcripts of persons currently or formerly associated with Capitol Square. The second intern created an electronic "scrapbook" of famous visitors to Capitol Square throughout history.

**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 three joint committee meetings. Participated with committees to pursue publication of a history of Capitol Square, to develop a Virginia Capitol logo with volunteer support, and to receive nominations for the Preservation Council. Liaison between the Virginia Capitol Foundation, the Citizens Advisory Council for the Executive Mansion, and other state agencies on restoration and conservation projects. Daily interaction with state agencies.

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

Action: See above. Regularly reported to the Council Chair in person and by email and phone. Recorded and distributed minutes of quarterly meetings and notes of committee meetings to Council members. Managed Council correspondence, inquiries, and financial records.

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

Action: Scheduled four quarterly Council meetings and three committee meetings. Coordinated agendas with the Council Chair. Arranged for special presentations from the Department of General Services, the Library of Virginia, the Virginia Capitol Foundation, and the Department of Conservation and Recreation. Scheduled a special presentation by the City of Richmond's Director of Community Development.

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

Action: No committee requests made. Assisted House staff in developing a program to unveil a bust of Andrew Lewis in the Old Hall of the House of Delegates. Assisted House and Senate staff in planning the annual "Scenic Virginia" awards ceremony at the Capitol.

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

Action: Fulfilled monthly budget report requirements through the Department of Legislative Services. Reviewed and submitted invoices, gifts, honoraria, and reimbursements. Distributed travel reimbursement materials to Council members as appropriate. Supplemented FY2009-2010 budget with honoraria and speaker's fees.

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

Action: Collaborated with the Executive Director, Virginia Capitol Preservation Foundation, in securing \$59,026 from Virginia chapters, Daughters of the American Revolution, for restoration of the Bell Tower. (Total project donations of \$109,026.) Notified of \$5,000 award from the Garden Club of Virginia toward publication of a book on the history of Capitol Square. Offered special private tours throughout the year to potential donors.

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

Action: Presented 74 lectures or walking tours to the general public and to Elderhostel classes from the College of William and Mary and from Virginia Commonwealth University. Lectured to groups and historical societies throughout Virginia and conducted a four-lecture series for the University of Virginia's OLLI adult education program. Directed historical research and oral history interviews with two summer interns.

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

Action: Collaborated with the acting Curator and with the Capitol Historian to provide improved and expanded labels and text throughout the Capitol. Participated in a committee to update the Capitol's brochure. Received and distributed research findings with the Capitol Historian 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 House technology staff to update the Council's website. Reviewed, edited, and distributed electronic copies of 2009 summer intern report on the Bell Tower. Updated PowerPoint presentations on the Capitol's history and restoration.

*Publishes materials as approved by the Council.*

Action: Received a proposal from two authors to complete a manuscript on the history of Capitol Square. Discussed participation in the project with Library of Virginia staff, depending on funding. Notified of an initial \$5,000 award from the Garden Club of Virginia.

**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: Participated with staff members in developing a successful grant for enhancements on Capitol Square to manage stormwater. Reviewed actions taken to restore the exterior of the Bell Tower and to repair and restore the 1818 Capitol Square fence. Collaborated with the Department of General Services and with the Virginia Capitol Foundation to develop historically accurate prototypes of Capitol Square benches.

*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: Maintained ongoing working relationship with Department of General Services and with his staff. Reviewed Bell Tower, Capitol fence, and stormwater projects with DGS staff. Maintained a memorandum of agreement with the Director of General Services for projects involving Capitol Square Preservation Council, as required by enabling legislation.