



FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater
County Executive

DIVISION OF PLANNING & PERMITTING
Livable Frederick Planning & Design Office

Deborah A. Carpenter, AICP, Division Director
Kimberly Gaines, Director

Historic Preservation Plan Advisory Group Meeting #1 May 13, 2025, Meeting Minutes

I. Meeting Details

Meeting date and time: May 13, 2025, at 2:00 PM

Meeting location: 30 North Market Street, Frederick, MD 21701

II. Attendance

Advisory Group members present: Mark Andros, Lynn Bristol, Maria Chaplygina, Virginia Crum, Chris Haugh, Douglas Lemmonds, Jack Lynch, Maggie Pelta-Pauls, Steve Pippin, Suzanne Salichs, Carol Wright, Mary Wright

Advisory Group members absent: David Fossett, Sandra Tucker

County staff: Amanda Whitmore, Beau Lockard, and Joshua Masser

III. Welcome and Introductions

Ms. Whitmore brought the meeting to order at 2:00 PM, welcomed the advisory group members, provided a brief overview of the intended outcomes of the meeting, and shared the draft discussion agreement. No additional items were added or changed to the discussion agreement. All present introduced themselves and shared a place in Frederick County that has special meaning to them.

IV. Historic Preservation and Plan Overview

Mr. Lockard provided an overview of what historic preservation is and what it does. Ms. Whitmore provided an overview of what can be found in a preservation plan. A copy of the PowerPoint can be downloaded here:

<https://frederick.sharefile.com/public/share/web-sb3d8fd42abf74315b1483264070191b8>

V. Review Plan Process, Schedule, Deadline and Meeting Times

Ms. Whitmore and Mr. Lockard reviewed the County's planning process and schedule for this update. They shared that engagement at events and the current survey will continue throughout the summer into October. They also shared that the County is a Certified Local Government (CLG) which provides access to funding specifically for CLGs. A grant application was submitted to help offset costs of a consultant to write the plan. Award announcements are typically made in May/June but may be further delayed. If a grant is awarded, the consultant could be ready to start in August/September. The consultant would use the feedback from the

survey and engagement events and the discussion with the advisory group and incorporate it into an updated plan. Goals drafted by the advisory group would be shared with focus groups and in an online survey for feedback and updated and the draft plan would be presented at open houses for feedback. Once the advisory group has an approved draft it will be presented to the Historic Preservation Commission (HPC) for recommendation and then to the County Council for adoption. The updated plan is anticipated to be completed by June 2026 whether grant funded or not. The Livable Frederick Work Program also was mentioned during the discussion of the deadline as it indicates the plan update to be completed by mid-2026.

Ms. Whitmore shared that they anticipate the advisory group will meet about 7 times with no meetings planned for August, November, and January. February is expected to be the last meeting month of the advisory group. The advisory group shared their availability and offered the first Tuesday of the month at 2 p.m. as a good meeting day and time. Ms. Whitmore indicated moving forward a Teams option would be made available for anyone who could not join in person.

The Livable Frederick Work Program can be accessed at
<https://www.frederickcountymd.gov/DocumentCenter/View/342209/Livable-Frederick-Work-Program?bidId=>

VI. Review Engagement Activities to Date

Mr. Lockard shared the three open houses and the Spring Fling event that staff have already participated in. He explained the open houses were in conjunction with other plans the department currently is drafting and occurred in Thurmont, Middletown, and Urbana. The Spring Fling event was held at Rose Hill and engagement included handing out survey flyers and encouraging people to participate in a “dot activity.” Mr. Lockard shared where the survey is currently available on the website and provided responses to the short answer questions to the group. He also shared the events that staff plan to attend for the rest of the summer months. Members suggested that staff also attend Asia on the Creek on June 14 and the Delta Sigma Theta alumnae chapter’s Juneteenth celebration on June 22.

Historic Preservation Plan Survey can be accessed at:
<https://frederickcountymd.gov/9082/130375/Historic-Preservation-Plan-Survey>

VII. Group Discussion

The floor was opened up for questions and discussion among the members. A question was asked about the overlap of County and City planning. Staff clarified that the County only works in unincorporated areas of the county and typically coordinates with Frederick city on events and workshops. Another question was asked about public education and awareness of historic preservation. Staff stated this was a goal in the 2007 plan and one they think should be kept. Because of staff issues, this goal wasn’t achieved under the current plan. Discussion continued on education and the schools cover Maryland history but more local history should be incorporated into the curriculum. Senior centers were also mentioned as a resource for providing education, learning from seniors and a source of people looking to be more involved. A suggestion was also made that we look at non-regulatory mechanisms since governments

cannot do it all. Discussion also included locations that have updated plans which included Austin, TX, Madison, WI and Des Moines, IA. Staff offered to provide those examples to the group along with the current 2007 Frederick County plan.

County's 2007 Preservation Plan, Livable Frederick Master Plan, and Example Preservation Plans can be downloaded at:

<https://frederick.sharefile.com/public/share/web-sb3d8fd42abf74315b1483264070191b8>

IX. Advisory Group Meeting Schedule

Ms. Whitmore proposed that the Advisory Group members meet on the fourth Tuesday of June, the 24th, given the amount of reading material to be sent. The group agreed to this revised schedule. A tentative schedule for future meeting dates will be presented at that time.

X. Adjournment

With no additional business, the meeting was adjourned at 3:25 p.m.