



# HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

30 North Market Street, Third Floor Frederick, Maryland 21701 (301) 600-1147



## FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION

### MINUTES

March 4, 2020

7:00 PM

1st Floor Hearing Room, Winchester Hall

Members Present: Gary Baker (Chair), Barbara Wyatt (Vice-Chair) Mary Thompson, Joan Porter, Tyler Bastian, and Eytan Moked

Members Absent: Jack Lynch (Excused)

Staff Present: Amanda Whitmore, Historic Preservation Planner

Chair Baker brought the meeting to order at approximately 7:00 PM and declared that a quorum was present. The qualifications of the members, staff, and any consultants used by the Commission are on file with the Planning and Development Review Department and are incorporated as part of the record of this meeting. The official record of the meeting is the audiotape retained by the Planning and Development Review Department. The following are summary minutes:

#### I) **APPROVAL OF MINUTES – February 5, 2020**

The HPC reviewed the Minutes of the February 5, 2020 Meetings. Mr. Bastian **MOVED** that the HPC **APPROVE** the February 5, 2020 Minutes as written. Mr. Moked **SECONDED** the MOTION. The **MOTION** passed 6-0-1.

#### II) **NEW BUSINESS**

##### a) Workshop Item Only – CR 99-01 Elisha Beall House Addition 3739 Urbana Pike

Applicant reviewed various alterations to the Elisha Beall house including a two-story addition on the east elevation and a one-story addition on the west elevation. Other proposed alterations to the house included a one-story porch to the façade, a deck on the east elevation, and extension of the rear porch stoop. Commission comments included eliminating the deck and one-story porch on the façade and some discussion on design options for the other alterations. Commission encouraged the applicant to continue to work with Staff to meet the Secretary of Interior Design guidelines and return with a Certificate of Appropriateness application for the Commission to vote on.

##### b) Introduction of Update to Rules of Procedure – Addition of Administrative Level Reviews

Staff reviewed the updates drafted for the Rules of Procedure including clarification updates to Sections 1.4, 1.5, 4.1, 4.2, 4.8, and 5.5. Two new sections were added to the document, Sec. 13 Administrative Staff Level Approvals and Section 14 Routine Maintenance – No Certificate of Appropriateness Required.

Commissioners noted a few changes to the document but will further review proposed changes and provide comments at the April meeting.

### III) UNFINISHED BUSINESS

#### a) Design Guidelines Discussion –

- (i) Continue discussion on model guidelines to use in updating County's design guidelines

Staff recommended that the Commission update the County's design guidelines using the City of Frederick's 2008 design guidelines and the City of Frederick's Individual Landmarks and small districts design guidelines as model guidelines. Staff also updated the Commission that a CLG grant application was submitted to hire a consultant to assist with layout and photographs for updated guidelines. Award information should be announced in May.

Commissioners agreed to utilize City of Frederick's design guidelines as model and recommended a public comment period once the draft of the guidelines is complete. Commission members also suggested inviting the public to provide photographs for the updated guidelines and consider an intern to assist with the update.

### IV) ADMINISTRATIVE BUSINESS

#### a) Pre-NEPA Planning Review:

- (i) MDOT SHA Requesting Input on I-270 Pre-NEPA Project Historic Properties Evaluation  
(Comments Due March 5, 2020)

Due to the short time to respond following the regular HPC meeting, Staff drafted a letter of response that was reviewed by the Section 106 subcommittee. The letter with subcommittee edits was reviewed and additional edits made at the regular HPC meeting.

Ms. Wyatt **MOVED** that the HPC **APPROVE** the letter drafted by Staff with the changes made during the discussion. Mr. Moked **SECONDED** the MOTION. The **MOTION** passed 6-0-1.

#### b) CLG Grant Update / Rural Roads Update / County Designation Update (Items Added During Meeting):

Staff updated the Commission that two CLG grant applications were submitted, one for education/training and the other for a consultant to assist with updating the design guidelines.

Staff updated the Commission that Commissioner Wyatt participated on behalf of the HPC at the County Executive's Rural Roads Roundtable. The

Rural Roads Program will be going through an update and an advisory group will be forming to assist with updating the program.

Staff updated the Commission that the Daniel Sheffer Farm (CR 19-02) was approved by County Council at the February 18 meeting and is the newest property to be designated to the County Register.

**V) ANNOUNCEMENTS/REMINDERS RE: UPCOMING CONFERENCES, MEETINGS, AND EDUCATION EVENTS**

**a) UPCOMING MEETINGS OF INTEREST –**

**March 14 2020** Catoctin Furnace Historical Society's "Forged in Iron and Bone: Unveiling Faces of the Enslaved" 5:30 PM to 8:30 PM at the Delaplaine Visual Arts Center. Ticketed Event

**b) NEXT SCHEDULED MEETING–**

April 1 1<sup>st</sup> Floor Meeting Room (TV/Web Broadcast)

**Meeting adjourned at 9:47 PM**