



HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

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



FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

August 5, 2020

7:00 PM

Virtual Meeting

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

Members Absent: None

Staff Present: Amanda Whitmore, Historic Preservation Planner
Kathy Mitchell, Senior Assistant County Attorney

Chair Baker brought the meeting to order at approximately 7:03 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 Permitting Division 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 – July 1, 2020**

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

II) **NEW BUSINESS**

- a) Recommendations by the Selection Committee to the Commission regarding candidates interviewed to serve on the Commission.

The following candidates were recommended by the Selection Committee to serve on the Commission, Hettie Ballweber, with archeological experience, and Blaine Hoffman, with legal experience and representing the Frederick County Bar Association. Mr. Bastian **MOVED** that the Commission **APPROVE** the recommendation that Ms. Ballweber and Mr. Hoffman be recommended to the County Executive for appointment to the Historic Preservation Commission. Mr. Lynch **SECONDED** the **MOTION**. The **MOTION** passed 5-0-1.

Ms. Thompson's term is up for renewal. Mr. Baker **MOVED** that the Commission **APPROVE** the recommendation to the County Executive that Ms. Thompson's term be renewed. Mr. Lynch **SECONDED** the **MOTION**. The **MOTION** passed 4-0-2.

- b) CLG non-capital grant project to update design guidelines. (Discussion only)

Staff updated the Commission on the timeline and consultant selection process for the non-capital grant to update the Design Guidelines. Commission members selected chapters from the 2008 Frederick Town Design Guidelines to review and provide edits for Frederick County's draft.

III) UNFINISHED BUSINESS

IV) ADMINISTRATIVE BUSINESS

- a)** MHT non-capital grant application in partnership with AARCH. Letter of Support requested.

Staff shared information regarding the partnership with AARCH to submit a grant application to survey the African American resources in the county and to develop a historic context statement. Staff asked for a letter of support from the Commission to be submitted with the application. Ms. Thompson **MOVED** that the Commission provide a letter of support for the grant application to Maryland Historical Trust regarding the survey project. Ms. Wyatt **SECONDED** the MOTION. The **MOTION** passed unanimously.

- b)** Review the revised Rules of Procedure

Staff reviewed the revisions approved at the previous Commission meeting. Additional revisions to Exhibit 1 were suggested. Staff also introduced an amendment to section 4.6 regarding Physical Presence Required to address virtual meetings. These amendments will be voted on at the September Commission meeting.

- c)** Other Discussion Not on Agenda

Commission members raised the question to Staff regarding how designated properties can be visited by the Commission or staff to assess the property's condition. Currently, the method to access a designated property is to obtain permission from the property owner for a visit. Staff will research and report back to the Commission on any alternative options.

Meeting Adjourned at 8:25 p.m.