



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

April 7, 2021

7:00 PM

Virtual Meeting

Members Present: Gary Baker (Chair), Barbara Wyatt (Vice-Chair), Mary Thompson, Jack Lynch, Tyler Bastian, Eytan Moked, Hettie Ballweber, Blaine Hoffman, Councilmember Kai Hagan (Council liaison)

Members Absent: None

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

Chair Baker brought the meeting to order at approximately 7:01 PM and declared that a quorum was present. The following are summary minutes:

I) **APPROVAL OF MINUTES – March 3, 2021**

The HPC reviewed the Minutes of the March 3, 2021 meeting. Mr. Moked **MOVED** that the HPC **APPROVE** the March 3, 2021 Minutes as written. Mr. Hoffman **SECONDED** the MOTION. The **MOTION** passed unanimously.

II) **ADJOURN INTO CLOSED SESSION**

Ms. Thompson **MOVED** that the Commission go into a closed session under Maryland Code, General Provisions Article, § 3-305 (b) (7) to consult with counsel to obtain legal advice in order to discuss issues related to the County Ethics laws and conflicts of interest. Mr. Moked **SECONDED** the MOTION. Commissioners voting aye: Barbara Wyatt, Blaine Hoffman, Tyler Bastian, Hettie Ballweber, Jack Lynch, Eytan Moked, and Mary Thompson. No Commissioners opposed or abstained. The Commission went into a closed session at 7:13 p.m. and was held virtually on WebEx.

The County Ethics laws and conflicts of interest were discussed along with examples with county attorneys, Andrew Ford and Kathy Mitchell. In addition to the Commission members and county attorneys, Councilmember Kai Hagan (liaison to the Commission), and county staff Kimberly Golden Brandt and Amanda Whitmore were present. No actions were taken.

Following the discussion, Mr. Bastian **MOVED** that the Commission adjourn out of the closed session. Ms. Ballweber **SECONDED** the MOTION. The **MOTION** passed unanimously.

III) **RECONVENE OPEN SESSION**

Chair Baker reconvened the meeting at approximately 8:20 PM.

IV) NEW BUSINESS

- a) National Register Nomination Evaluation: Beatty Cramer House (F-8-35).

Staff provided a brief background on the Certified Local Government process. Staff also reviewed a synopsis of the history and National Register criteria that the Beatty Cramer House met, criteria C. The applicant, Frederick County Landmarks Foundation, represented by Joe Lubozynski were present to discuss additional details regarding the history of the property.

Applicant Presentation:

Joe Lubozynski, Director of Beatty Cramer House

Public Comment:

None

Mr. Bastian **MOVED** that the Commission recommend the Beatty Cramer House for listing on the National Register and that the archeology work conducted at the property be included in the nomination. Ms. Thompson **SECONDED** the MOTION. The motion passed 4-0-3. Commissioners Wyatt, Ballweber, and Lynch recused themselves from the discussion.

V) UNFINISHED BUSINESS

- a) None

VI) ADMINISTRATIVE BUSINESS

- a) Proposed Update to Rules of Procedure
Staff proposed to amend the Elections section 2.1 of the Rules of Procedure. The proposed amendment provided two options to rotate the officers, one option was to create a succession plan based on seniority and the second option was to establish a one-year term limit. The Commission was not in favor of the succession plan and felt the one year term was too short. It was suggested that either a two year term limit be established or a one year term limit that could serve consecutive terms. Staff will return with a revised document.
- b) CLG Non-Capital Grant Project Update: Design Guidelines
Staff updated the Commission the progress of the design guidelines. An initial draft has been reviewed by the subcommittee and comments are being incorporated into a public draft that will be made available April 16.

Meeting Adjourned at 9:19 p.m.