



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

June 16, 2021

7:00 PM

Virtual Meeting

Members Present: Gary Baker (Chair), Mary Thompson (Vice-Chair), Barbara Wyatt, Tyler Bastian, Hettie Ballweber, Blaine Hoffmann, and Jack Lynch

Members Absent: None

Staff Present: Amanda Whitmore, Historic Preservation Planner

Mr. Baker brought the meeting to order at approximately 7:00 PM and declared that a quorum was present. The following are summary minutes:

I) PUBLIC COMMENT

Written comment submitted by Mr. Joel Rensberger of Woodsboro regarding spray-in insulation being considered under the Improving Thermal Efficiency in Roofs section of the Guidelines. Commission determined to include a reference to the Preservation Brief on improving thermal efficiency will be included.

Written comment submitted by Mr. Jim Jamison of New Market regarding the inclusion of the grant program in the Introduction chapter in Section F that discusses tax credits. Commission determined that the section will be retitled to "Benefits of Designation" and include both the tax credit information and the grant program. Will also make clear local tax credits are different from state and federal program

II) UNFINISHED BUSINESS

a) Draft Historic Preservation Design Guidelines

The Historic Preservation Commission will review the final draft of the Frederick County Historic Preservation Design Guidelines.

The Commission reviewed the final draft of the design guidelines. The following are comments by the Commission members:

Chapter 1

- Change Department name to Permits & Inspections Department
- Be consistent with department name and use of "and" or the & sign throughout

- Tax credits section make a clear local tax credits are different from MHT – staff to help with this
- Text box on pg. 4 – remove “listed here”
- Pg. 4 – G.2, 8th line replace “existing” with “historic”
- Pg. 4, G.2, 9th – 10th lines: remove “in nearly every historic district”
- Remove the Coca-Cola image on pg. 9
- Pg. 9, first bullet point add “Demolition of any resource or portion of a resource...”
- Pg. 10 Period of Significance section, line 5 that starts “Generally” either remove or rework to something like “generally period of significance occurs prior to...”
- Pg. 10 Section 6, line 10 that starts about resources less than 50 yrs., include locally significant too
- Pg. 11, right column, 4th line, change “national relevance” to “exceptional significance”
- Other editorial comments mentioned and will be sent to the consultant

Chapter 2

- Rearrange photos so they match closer in the text to where they are mentioned (this is true throughout document and not just in this chapter)
- Specifically rearrange:
 - Contact pd. photo on pg. 14 to pg. 22
 - Middletown Valley photo on pg. 22 move to front of chapter
 - Rhyolite photos on pg. 13 move to pg. 18
 - Biggs ford phot on pg. 16 move to pg. 20
 - Catoctin furnace photo on pg. 21 move to history section in chapter
- Hettie has rock shelter pictures she will send to include in the prehistory section
- College Mt photograph could be moved to beginning of the chapter elsewhere in the chapter.
- 19th century is used several different ways throughout document – needs to be consistent. Check Chicago style for preferred way to reference.
- Captions should be more descriptive throughout the document
- Consider adding photo credits to the photos taken by Rebecca
- LeGore bridge photo caption add “north of Woodsboro”
- Inside cover page of document – identify photographs on the covers
- Include a link or web address of where to access the 1858 map
- Double check CCC and watershed and conservation establishment and not the WPA on pg. 30
- Additional editorial comments will be sent to the consultant

Chapter 3

- First photograph caption, the word aligned is misspelled
- Pg. 34, 2nd paragraph, 2nd line extra space between comma and “roads”
- Pg. 35, photograph caption, the word along is misspelled
- Middletown valley photograph add what character-defining features are being depicted: lighting, signage, utility wires

Chapter 4

- First photograph caption, the word overall is misspelled
- Spell out "East" in photo caption on p. 41
- Pg. 46, photo caption make Blue Ridge two words
- Pg. 43, Roofing Materials include PA as a slate region
- Pg. 50, 1st paragraph, 8th line that begins "If the windows are second replacements..." change that they reference original window design to earliest known period
- Pg. 51 photo caption add Manor after Rose Hill
- Pg. 55 text box remove "...and is strongly encouraged over window or door replacement."
- Pg. 57 define EIFS here first
- Pg. 57, line 5 change carious to various
- Pg. 57, section 2 add that the commission will evaluate the historical significance of remodeling on a case by case basis
- Pg. 60 last paragraph on left column remove when in-kind replacement materials of wood are not possible
- Discussed adding more descriptions on components of building exteriors – will ask Old House Journal if able to utilize some of their descriptive images from archived journals
- Pg. 69 Sect 3, line 2 change "generally" to "historically"
- Pg. 70 add that concrete steps are not acceptable
- Pg. 70, Alterations section, 2nd paragraph clarify that the commission will not permit demolition of a porch in order to enclose it
- Pg. 70, Signs section, encourage maintaining masonry signage
- Pg. 70, Signs section, 2nd paragraph, 1st sentence, add "when appropriate" to the end
- Add a mention in this chapter about mid-century buildings and include photographs

Chapter 5

- Pg. 74, Land Use, 6th line change "processed" to "processing"
- Pg. 74 use "human-made" not "man-made"
- Pg. 78, 2nd bullet point change it so if fences are deteriorated beyond repair they should generally match original or what is existing
- Pg. 79, 1st bullet point, add "if known" for in-kind replacement
- Pg. 74, Cold Deer Historic District add its location

Chapter 6

No comments

Chapter 7

No comments

Chapter 8

- Pg. 89 caption remove the "s" on "alternative"

Chapter 9

- Pg. 95 photo caption remove the "s" from "Fishing"

- Pg. 99 add to caption the date "From 1969"
- Prehistoric sites section, bullet point the examples to match the historic section

Chapter 10

- B&O photograph add more description to it that it is an example of HABS photograph
- Rocky Springs photograph caption add that the previous owners had neglected the building, an example of demo by neglect, but now the current owners Rocky Springs Chapel, Inc. are rehabilitating the structure and have designated it to the County Register.

Appendixes

No comments

No additional public comments were provided.

Ms. Wyatt **MOVED** that the Commission approve the guidelines with changes discussed during the meeting. Ms. Thompson **SECONDED** the MOTION. The motion passed unanimously.

Meeting Adjourned at 8:59 p.m.