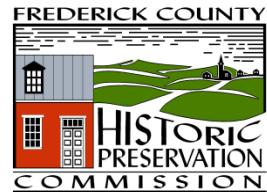




# HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

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



## FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION MINUTES

January 15, 2020

7:00 PM

2nd Floor Hearing Room, Winchester Hall

Members Present: Gary Baker (Chair), Barbara Wyatt (Vice Chair), Bernard Callan, Joan Porter, Jack Lynch, Mary Thompson, Tyler Bastian

Members Absent: Eytan Moked and Steven Pippin

Staff Present: Amanda Whitmore, Historic Preservation Planner  
Mike Wilkins, Director Development Review & Planning

Chair Baker brought the meeting to order at approximately 6:58 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) WORKSHOP DISCUSSION

- a) Update Current Design Guidelines (1 Hour)
- b) Discuss Rural District Guidelines (1 Hour)

Staff provided a memo with an update on where the Commission had left these discussion items after their December 2018 regular meeting. Copies of the Secretary of the Interior's Guidelines for the Treatment of Historic Properties, Sustainability for Rehabilitating Historic Properties, and for the Treatment of Cultural Landscapes were provided to the Commissioners to be included in their binders for reference.

Discussion followed on the approach to updating the current design guidelines and whether supplemental design guidelines would be necessary for a rural district. Previously, the 2008 City of Frederick design guidelines were being reviewed by a few commissioners to be used as a possible adaptation for Frederick County's guidelines. Discussion also centered on how to make the design review process efficient and easier for all designated properties, not just for active farm owners.

Commission wants to review having an administrative approval process, a list of administrative approvals, and a list of minimum repairs/no review required for all designated property types. Staff will draft these items for the next regular meeting.

Staff will also work with the County Attorney to get input for appropriate place to include administrative level approvals whether in the code and/or in the rules and procedures document.

Further discussion included the need to determine contributing and not contributing resources within a district or property which is currently not distinguished in the nomination form. Staff will update the nomination forms and present the draft at a future HPC meeting. Discussion continued on the guidelines and whether they should be specific and encompass as many elements as possible or generic with supplementary guidelines developed for different district types (such as rural villages) or be specific to that designated district.

The Commission was agreeable to developing a generic set of design guidelines that applies to all designated property types but then the Commission would further specify to the applicant how they would specifically have to meet the design criteria based on their property's characteristics.

Staff will review the 2008 City of Frederick guidelines to determine if it is a good fit for this approach and if so then the Commission could take chunks of the guidelines to make applicable to the County. Staff will also look into CLG grant funds to assist with layout and photographs for the guidelines.

There was also discussion on agricultural easements and how those easements would work with a historic designation and the child lots that are permitted on those properties. Would the Commission determine the property qualifies to be included in a designated district if it's already under an agricultural easement?

Actions:

1. Staff to prepare draft lists of administrative approvals and no review required
2. Staff to prepare a draft outline of how the administrative approval process is to work.
3. Staff to work with County Attorney to determine where to add language in the ordinance and/or rules and procedures regarding administrative approvals
4. Staff to review 2008 City of Frederick guidelines to determine if appropriate for amending to the county.

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

### **a) Next Meeting –**

Feb. 5            1<sup>st</sup> floor Meeting Room (TV/Web Broadcast)

**Meeting adjourned at 8:33 PM**