



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

October 5, 2022

7:00 PM

Virtual Meeting

Members Present:

Gary Baker (Chair), Mary Thompson (Vice-Chair),
Jack Lynch, Alec Davidson

Members Absent:

None

Staff Present:

Amanda Whitmore, Historic Preservation Planner
Beau Lockard, Historic Preservation Planner
Kathy Mitchell, Senior Assistant County Attorney
Karen James, Administrative Specialist

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

CALL TO ORDER

I) ROLL CALL

II) APPROVAL OF MINUTES – September 7, 2022

The HPC reviewed the Minutes of the September 7, 2022 meeting. Ms. Thompson MOVED that the HPC APPROVE the September 7, 2022 Minutes as written. Mr. Davidson SECONDED the MOTION. The MOTION passed 3-0.

III) NEW BUSINESS

a) *Public Hearing:*

COA #22-11

Hamilton W. Shafer Farm

Burkittsville, MD

Applicant is seeking approval of window replacement.

Staff presentation by Ms. Whitmore.

Public Comment: none

Applicant Paul Gilligan, president and CEO of Burkittsville Preservation Association, was present at the hearing.



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Following Ms. Whitmore's presentation, HPC members discussed the application. Topics included replacement glass, shutters, louvers for shutters and different types of wood. Mr. Gilligan provided answers to HPC member questions.

Ms. Thompson MOVED to ACCEPT the COA #22-11 for the Hamilton Willard Shafer Farm, CR21-07 and to CONDITIONALLY APPROVE the COA under the criteria for Application Review in Chapter 1-23-7 (B) (1) with the following conditions: new shutters and replacement parts to the existing shutter match the originals in size scale, detail, thickness and material; paint removal should use the gentlest means possible such as scraping or chemical stripping and not cause damage to the historic materials and the replacement parts to the window frames and sashes will match the existing material in size, type configuration, detailing and overall appearance and must fit properly in the original opening. This will be compatible in character to the remainder of the structure and to the surrounding area, does not seriously impair the historic archeological or architectural significance of surrounding sites or structures and is compatible in character to the property and with the Secretary of the Interior's Standards for Rehabilitation numbers two, four, five, six and seven. Mr. Davidson SECONDED the MOTION. The MOTION passed 3-0.

b) Public Hearing:

COA #22-12

Jacob Smith Tavern

Frederick, MD

Applicant is seeking approval of roof replacement.

Staff presentation by Mr. Lockard.

Public Comment: none

Applicant Leslie Allen was present at the hearing.

Following Mr. Lockard's presentation, HPC members discussed the materials proposed for the roof replacement. Members had differing opinions on the appropriateness of a synthetic roofing material designed to visually replicate the cedar shake roof. Roofing color was also discussed. Mr. Baker was opposed to the synthetic roofing proposed citing it does not comply with the guidelines and suggested seeking alternatives such as a standing metal seam roof. Ms. Thompson said she did not think the standing metal seam roof would be appropriate. When asked for his opinion, Mr. Lynch said he would be in favor of continuation and getting a little more detail on what was proposed.

Mr. Lynch MOVED to CONTINUE COA #22-12 until the November meeting so that the HPC can get answers to questions about the grant proposal and amount, and then look at the various elements of the proposed artificial roofing material and other elements that go along with it, and a proposal for a standing metal seam roof. Mr. Davidson SECONDED the MOTION. The MOTION passed 2-1. Ms. Thompson voted no.



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c) Rural Historic Preservation Grant Initial Disbursement Percentages

The Commission will determine the initial disbursement percentage for grant awardees Hamilton W. Shafer Farm and Jacob Smith Tavern.

Staff Presentation by Mr. Lockard

Public Comment: None

Hamilton W. Shafer Farm, grant award of \$49,975.00; 25% would be \$12,494.00, 33% would be \$16,658.00 and 50% of that would be \$24,987. Staff recommends that the HPC approve 33% of the grant awarded or \$16,658.00 as it should meet the initial deposit required by most contractors.

Mr. Lynch MOVED a 1/3 initial disbursement of \$16,658.00 for Hamilton W. Shafer Farm. Ms. Thompson SECONDED the MOTION. The MOTION passed 3-0.

No action taken on Jacob Smith Tavern.

IV) ADMINISTRATIVE BUSINESS

a) Recommendation of potential candidate to the HPC, Jonathan Burns

Staff Presentation by Ms. Whitmore

Following discussion by HPC members, Mr. Davidson MOVED to APPROVE forwarding the appointment of Mr. Jonathan Burns to the County Executive for appointment to the Historic Preservation Commission. Mr. Lynch SECONDED the MOTION. The MOTION passed 3-0.

b) National Association of Preservation Commission CAMP Training Topics

Staff Presentation by Ms. Whitmore

At the September meeting, members unanimously supported pursuing National Alliance Preservation Camp trainings. To save costs, it will be proposed to do hybrid events where the trainer is virtual and the Commission members are all in the same room, most likely at Winchester Hall. This will be coordinated with City of Frederick Historic Preservation staff. *Design Review* and *Building Public Support* were recommended topics.

c) Administrative approval update for September

Staff Presentation by Mr. Lockard

Staff reviewed and approved one administrative Certificate of Appropriateness application for the Hamilton Shafer Farm. The application was filed on September 9, 2022, and accepted as complete on September 13, 2022, for in-kind replacement of



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rotten wood sill and studs on the summer kitchen behind the farmhouse. Staff found that the proposed work will not destroy the historic material that characterizes the property and is in keeping with the Secretary of the Interior's Standards of rehabilitation and is minimal in nature and will not affect the historic, archeological, or architectural significance. Staff approved the application on September 14, 2022.

V) ANNOUNCEMENTS/REMINDERS

HPC members were reminded of the NAPC's *Hidden Tool for the Decision-Making Process: The Staff & Commissioner Support System*. This is a free webinar to be held October 13, 2022.

VI) ADJOURN

Meeting adjourned at 8:48 p.m.

Upcoming Meetings: Nov. 2
Dec. 7
January typically no meeting