



## 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**

**November 2, 2022**

**7:00 PM**

**Virtual Meeting**

Members Present: Mary Thompson (Vice-Chair),  
Jack Lynch, Alec Davidson

Members Absent: Gary Baker (Chair), Jonathan Burns

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

Ms. Thompson 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 – October 5, 2022**

The HPC reviewed the Minutes of the October 5, 2022 meeting. Mr. Davidson MOVED that the HPC APPROVE the October 5, 2022 Minutes as written. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0.

- III) ADJOURN INTO CLOSED SESSION** – Mr. Lynch MOVED that the HPC adjourn into closed session. Closed Session under Maryland Code, General Provisions Article, § 3-305 (b) (7): to consult with counsel to obtain legal advice. Topic – To discuss issues related to the Rural Historic Preservation Grant Program. Mr. Davidson SECONDED the MOTION. Public Comment: None. The MOTION passed 2-0. Entered closed session at 7:07 p.m.

- IV) RECONVENE OPEN SESSION - 7:36 p.m.**

- V) OLD BUSINESS**

a) *Public Hearing:*

COA #22-12

Jacob Smith Tavern

Frederick

Case was continued from October for additional information. Applicant is seeking to replace the roof on the house.



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Staff presentation by Mr. Lockard

Public Comment: None

Applicants Leslie Allen and Michael Amontree were present at the hearing.

Following Mr. Lockard's presentation, HPC members discussed the material proposed for the roof replacement. Mr. Davidson said that he felt better about this since the last meeting. Samples had been provided and examples of other historic buildings utilizing synthetic shingles were presented. Color was then discussed, followed by maintenance and durability.

Mr. Lynch MOVED to APPROVE COA #22-12 (CR # 20-01) for the Jacob Smith Tavern for the use of the alternative material, including: new roof is built as multi-width, straight coursing to match the current roofing pattern; chimney copper flashings are stepped into the chimney to match the current flashing pattern; and historic rafters and purlins are retained during the installation of the new roof. Mr. Davidson asked if there should be mention of color. Mr. Lynch agreed to AMEND his MOTION to include the color be aged cedar. Mr. Davidson SECONDED the MOTION. The MOTION passed 2-0.

### VI) NEW BUSINESS

#### a) *Public Hearing:*

DOE #22-02

Needwood Farmhouse

Burkittsville

Applicant is seeking a determination of eligibility for the farmhouse to the County Register of Historic Places.

Staff presentation by Ms. Whitmore

Public Comment: None

Applicant Tim Pry was present at the hearing.

Following the presentation, HPC members discussed the application and asked the applicant about the condition of the roof.

Mr. Davidson MOVED DOE #22-02 Needwood Farmhouse be determined eligible for designation to the Frederick County Register of Historic Places pursuant to Criteria 6B (1A) and 6B (2A) as described in the County Code. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0.

#### b) *Rural Historic Preservation Grant Initial Disbursement*

The Commission will determine the initial disbursement percentage for grant awardee Jacob Smith Tavern.



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Staff Presentation by Mr. Lockard

Public Comment: None

Jacob Smith Tavern, grant award of \$39,720.00; 25% would be \$9,930.00, 33% would be \$13,240.00 and 50% of that would be \$19,860. Staff recommends that the HPC approve 33% of the grant awarded or \$13,240.00 as it should meet the initial deposit required by most contractors.

Mr. Lynch MOVED a 1/3 initial disbursement of \$13,240.00 for Jacob Smith Tavern. Mr. Davidson SECONDED the MOTION. The MOTION passed 2-0.

### VII) ADMINISTRATIVE BUSINESS

#### a) County Register Listing Update

Presentation: Mr. Lockard

The Historic Preservation Commission's Handbook has been updated. Since 2021 the County Register has grown from 15 properties to 28. The website will also be updated and include photographs and short descriptions of significance to each property, instead of just a list of properties.

#### b) Peace and Plenty Update and Mapping Policy

Staff presentation: Ms. Whitmore

Public Comment: None

Staff provided a policy on how the HPC review areas were decided and an update on the designation process of the district. The Commission unanimously approved the tiered review approach at the April 6, 2022 meeting. Staff worked with property owners within the proposed district and obtained mapping with their recommended boundary for Commission review. This mapping was presented at the June 1, 2022 meeting as an amendment to the district nomination application and approved. Following the Commission's approval on the mapping, the tiered review and mapping was forwarded to the Frederick County Agricultural Preservation Board and MALPF, as appropriate, for their recommendation. The Frederick County Agricultural Preservation Board recommended approval on June 27, 2022 and MALPF recommended approval with conditions on September 27, 2022. MALPF's conditions are that the amendment to the Historic Preservation Ordinance Chapter 1-23 to allow for the tiered review be approved by the County Council prior to designation, the district design guidelines are adopted by the Commission prior to designation, and that MALPF staff be informed when the district guidelines or ordinance are proposed for any changes.



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The design guideline subcommittee met recently to review additional edits to the draft guidelines. Staff anticipates the draft to be open for public comments and Commission comments in December. The amendment to the Historic Preservation Ordinance will be forwarded after the new County Council has been seated in December. Once those conditions have been met, Staff will forward the nomination to County Council for their recommendation.

**c) Decision regarding potential candidate to the HPC**

Staff Presentation: Ms. Whitmore

Public Comment: None

The membership subcommittee met and interviewed a potential candidate. They reviewed their resume and conducted an interview and they felt that the resume and through the interview process that this candidate did not reveal any demonstrated special interest knowledge, specific knowledge or professional or academic training. It is specified in the historic preservation ordinance that a member have something of that nature demonstrated or professional training in the fields of history, architecture, architectural history or archeology. The subcommittee is not recommending the candidate for appointment to the commission for those reasons.

Following discussion by HPC members, Mr. Davidson MOVED to NOT RECOMMEND the candidate for appointment to the Historic Preservation Commission due to not meeting the minimum qualifications as laid out in the Frederick County Historic Preservation Ordinance Chapter 1-23-4B. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0

**d) Administrative approval updates for October**

Staff Presentation: Mr. Lockard

Staff has reviewed and approved one administrative Certificate of Appropriateness application for the Samuel Fleming House. The Samuel Fleming House Administrative Certificate of Appropriateness application was filed September 20, 2022, and accepted that it's complete on September 21, 2022 for repairing any damaged masonry on the chimney or by the front porch that is discovered during ongoing rehabilitation projects and found that the proposed work will not destroy historic materials that characterize the property as in keeping with the Secretary of Interior Standards of Rehabilitation and is minimal in nature and will not affect the historic archeological or architectural significance. The staff approved the Samuel Fleming application on September 26, 2022, numbered A-COA 22-08.

### **VIII) ANNOUNCEMENTS/REMINDERS**

There is a possibility of a meeting in January. Typically, the HPC does not meet in January.



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### IX) ADJOURN

Meeting adjourned at 8:30 p.m.

#### Upcoming Meetings:

December 7  
January - typically no meeting  
February 1

Approved



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Approved