



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

July 5, 2023
7:00 PM
Virtual Meeting

Members Present: Mary Thompson (Chair), Jack Lynch, Jonathan Burns

Members Absent: None

Staff Present: Amanda Whitmore, Historic Preservation Planner
Beau Lockard, Historic Preservation Planner
Kimberly Gaines, Livable Frederick Director
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:

I) ROLL CALL

II) APPROVAL OF MINUTES – June 7, 2023

The HPC reviewed the Minutes of the June 7, 2023 meeting. Mr. Burns MOVED that the HPC APPROVE the June 7, 2023 Minutes as written. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0.

III) OLD BUSINESS -- *Item postponed prior to the meeting*

a) *Public Hearing:*

COA # 23-02

Samuel Fleming House

Frederick

Applicant is seeking approval to install a fence. Continued from 6/7/2023 meeting for additional information. **COMMISSION DECISION**

IV) NEW BUSINESS

a) *Public Hearing:*

COA # 23-04

Daniel James Farm

New Market

Applicant is seeking approval for reconstruction of a brick chimney. **COMMISSION DECISION (Amanda)**

Staff Presentation by Ms. Whitmore

Applicant Sandra Storm was present.

Following Ms. Whitmore's presentation, Ms. Storm spoke about the work being done. There are many bricks located in the attic that matches what the builder proposes. The roof will need to be opened up for the reconstruction of the chimney. Work is ongoing using type N mortar which is deemed appropriate. Repointing is also being done on the house. Ms. Whitmore and Ms. Storm responded to questions from the HPC members.

Public Comment: None

Mr. Lynch MOVED The Historic Preservation Commission APPROVE COA # 23-04 for the reconstruction of a brick chimney on the Daniel James Farm. Mr. Burns SECONDED the MOTION. The MOTION passed 2-0-0-0.

b) Rural Historic Preservation Grant Initial Disbursement

The Commission will determine the initial disbursement percentage for grant awardee Daniel James House. **COMMISSION DECISION (Amanda)**

Staff Presentation by Ms. Whitmore

Public Comment: None

Daniel James Farm, grant award of \$50,000.00; 25% would be \$12,500.00, 33% would be \$16,500.00, 50% would be \$25,000.00 Staff recommends that the HPC approve 33% of the grant awarded or \$16,500.00 as it should meet the initial deposit required by most contractors.

Mr. Lynch MOVED to approve a 33% disbursement. Mr. Burns SECONDED the MOTION. Ms. Storm requested 50% explaining that the work was 90 to 90% complete. Ms. Whitmore stated some of the mortar work had been administratively approved and was nearly complete. Following additional discussion, Mr. Lynch AMENDED his MOTION to approving a 50% disbursement. Mr. Burns agreed to the AMENDED MOTION. The MOTION passed 2-0-0-0.

Ms. Mitchell took a moment to point out the Rules of Procedure and explained what constitutes a quorum on this commission.

c) Public Hearing:

COA # 23-03

Crown Rose Estate

Jefferson

Applicant is seeking retroactive approval for the construction of a stoop and installation of additional paving. **COMMISSION DECISION (Amanda)**

Staff Presentation by Ms. Whitmore

At the beginning of the presentation Bill Brennan, B&R Design Group asked to speak, explaining that the applicant, Tara Lehtonen, was not present and suggested it might be best to postpone until a time that the applicant is present. Following additional discussion,

it was decided to postpone until the August meeting.

V) WORKSHOP

a) CR# 21-03

Samuel Fleming House

Frederick

Property owner is seeking advice and feedback on a conceptual addition. **COMMISSION DISCUSSION (Beau)**

Staff Presentation by Mr. Lockard

Property owner Eric Gleysteen was present, as well as, Elizabeth Beckley, historic preservation consultant.

Mr. Gleysteen shared background on the property and the reasons for installing an addition. Mr. Gleysteen and Ms. Beckley responded to questions from the HPC members. Choice of materials were discussed, as were windows, roof designs and skylight placement, and visibility from the road. HPC members shared their suggestions and Mr. Gleysteen said he felt he was getting good feedback. Mr. Lynch said it's been a good discussion.

Public Comment: None

Ms. Lehtonen, entered the meeting. Her agenda item was postponed until the August meeting.

VI) ADMINISTRATIVE BUSINESS

a) Administrative updates for June **COMMISSION INFORMATION (Beau)**

Staff Presentation by Mr. Lockard

Staff has reviewed and approved administrative Certificate of Appropriateness applications for the Hamilton Shafer Farm (CR#21-07) and Daniel James Farm (CR#20-04).

The Hamilton Shafer Farm Administrative Certificate of Appropriateness application was filed on May 20, 2023 and accepted as complete on May 23 for the replacement of the porch decking and joists on the front porch of the farmhouse.

Staff found that the proposed work will not destroy historic materials that characterize the property, is in keeping with the Secretary of the Interior's Standards for Rehabilitation, is minimal in nature, and will not affect historic, archeological, or architectural significance. Staff approved the Hamilton Shafer application on May 24, 2023 (A-COA #23-07).

The Daniel James Farm Administrative Certificate of Appropriateness application was filed on May 29, 2023 and accepted as complete on June 1 for the replacement of the

repointing of the historic stone walls on the north and west elevations of the historic stone house.

Staff found that the proposed work will not destroy historic materials that characterize the property, is in keeping with the Secretary of the Interior's Standards for Rehabilitation, is minimal in nature, and will not affect historic, archeological, or architectural significance. Staff approved the Daniel James application on June 1, 2023 (A-COA #23-08).

V) **ADJOURN:**

Upcoming educational opportunities were announced, as well as, a need for additional members on the Historic Preservation Commission. For more information, contact historic@frederickcountymd.gov.

Meeting adjourned at 8:40 p.m.

2023 Meeting Schedule: Aug. 9
All meetings held at 7 p.m. Sept. 6
virtually unless otherwise Oct. 4
advertised Nov. 1
Dec. 6