



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

September 14, 2023

6:30 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
Kathy Mitchell, Senior Assistant County Attorney
Karen James, Administrative Specialist

Ms. Thompson brought the meeting to order at 6:33 PM and declared that a quorum was present. The following are summary minutes:

I) ROLL CALL

II) APPROVAL OF MINUTES – September 6, 2023

The HPC reviewed the Minutes of the September 6, 2023 meeting. Mr. Burns MOVED that the HPC APPROVE the September 6, 2023 Minutes as written. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0.

III) PUBLIC HEARING SWEARING IN – Those who were planning to give testimony during the meeting, were sworn in by Ms. Thompson.

IV) OLD BUSINESS

a) *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. Application was continued for additional information.

COMMISSION DECISION (*Amanda*)

Staff Presentation: Ms. Whitmore

Applicants Todd and Tara Lehtonen were present.

There was a brief discussion following the presentation. Mr. Burns expressed thanks to the applicants for the additional information provided. He agreed painting the asphalt gray will help blend the paving with the surroundings. Mr. Lynch's conversation about the stoop included shape and design of the spindles. Ms. Thompson talked about how the color gray can vary and comparisons were made. Mr. Burns said he would be comfortable making a motion and felt that after reviewing the provided materials, they will match with the guidelines.

Public Comment: 0

Mr. Burns MOVED The Historic Preservation Commission APPROVE COA #23-03 for the Crown Rose Estate with the mentioned conditions for the paving and rear stoop, as laid out in the staff report. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0. Mr. Lynch said he was happy with the compromises.

V) NEW BUSINESS

a) *Public Hearing:*

COA #23-06

Reed-Stitely House

Thurmont

Applicant is seeking approval to restore historic window sashes, install storm windows, and install standing seam roof over historic porch. **COMMISSION DECISION** (*Beau*)

Staff Presentation: Mr. Lockard

Applicant not present.

Members did not have any questions for staff. Ms. Thompson described the application as straightforward. There was no additional discussion.

Public Comment: 0

Mr. Lynch MOVED The Historic Preservation Commission APPROVE COA #23-06 For the Reed-Stitely House under the standards number 2, 5, 6, and 9. Mr. Burns SECONDED the MOTION. The MOTION passed 2-0-0-0.

b) *Public Hearing:*

Emmitsburg Historic District (F-6-102)

National Register Expansion

Emmitsburg

Multiple properties are being considered for inclusion into the existing National Register of Historic Places boundary for Emmitsburg. Previous documentation incorrectly identified two properties as non-contributing. **COMMISSION DECISION** (*Amanda*)

Staff Presentation: Ms. Whitmore

Applicant not present.

Ms. Whitmore said letters were sent to property owners last month and again this month, including the new property owner. Staff did not receive any comments or feedback. Ms. Whitmore then explained the process and various steps to be taken for inclusion.

Public Comment: 0

Mr. Burns MOVED The Historic Preservation Commission RECOMMEND the boundary increase to the Emmitsburg National Register District to the County Executive and State Historic Preservation Officer. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0.

c) Rural Historic Preservation Grant Initial Disbursement

The Commission will determine the initial disbursement percentage for grant awardee Reed-Stitely House. **COMMISSION DECISION** (*Beau*)

Staff Presentation: Mr. Lockard

Grant funding is to replace the metal roof and wooden window, painting house and garage, and repair and restore springhouse. Grant award is \$41,681.92. HPC members were presented with differing percentages for initial disbursement. Typically, up to one-third of the project cost is required by contractors to start work.

Public Comment: 0

Mr. Lynch MOVED that the Rural Historic Preservation Grant initial disbursement be 33 percent (\$13,893.97). Mr. Burns SECONDED the MOTION. The MOTION passed 2-0-0-0.

d) Introduce Proposed Changes to the Historic Preservation Ordinance. COMMISSION DISCUSSION (*Amanda*)

Staff Presentation: Ms. Whitmore

A draft ordinance was supplied to HPC members, and they were asked to review it and be prepared with comments at future meetings. Workshops will be scheduled in October, as well as in-person and virtual open houses.

VI) ADJOURN INTO CLOSED SESSION

- a)** Closed Session under Maryland Code, General Provisions Article, § 3-305 (b) (1): To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Topic – To discuss historic preservation commission candidate.

Applicant withdrew application. Did not adjourn into closed session.

VII) RECONVENE OPEN SESSION

Not necessary, did not adjourn into closed session.

VIII) ADMINISTRATIVE BUSINESS

- a)** Decision for potential candidate to the HPC **COMMISSION DECISION** (*Beau*)

Applicant withdrew application. No decision.

b) Administrative Updates for August INFORMATION (Beau)

Staff Presentation: Mr. Lockard

Staff reviewed and approved administrative Certificate of Appropriateness applications for the Beatty Cramer House (CR#21-02) and the Reed-Stitley House (CR#22-10).

The Beatty Cramer House administrative Certificate of Appropriateness application was filed on July 31, 2023, and accepted as complete on August 1, 2023, for the in-kind repair and replacement of various components of up to 15 wood windows. 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 Beatty Cramer House application on July 12, 2023 (A-COA #23-01).

The Reed-Stitley House administrative Certificate of Appropriateness application was filed on August 10, 2023, and deemed complete on August 15, 2023, for the in-kind replacement of the historic house's metal roof. 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 Reed-Stitley House application on August 16, 2023 (A-COA #23-11).

The Reed-Stitley House administrative Certificate of Appropriateness application was filed on August 10, 2023, and deemed complete on September 6, 2023, for the in-kind repair and restoration of the historic springhouse. 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 Reed-Stitley House application on September 11, 2023 (A-COA #23-13).

c) Move October Meeting Date COMMISSION DISCUSSION (Amanda)

Ms. Whitmore confirmed that the October 4 regular meeting has now been moved to October 16.

IX) ADJOURN

Prior to adjournment, upcoming events were announced including The AARCH Society of Frederick County event at the Rollins Community Life Center, National Alliance of Preservation Commissions training webinar, and the annual meeting of the Archeological Society of Maryland to be held in Frederick.

Meeting adjourned at 7:21 p.m.

Upcoming Meetings:	Oct 16
	Oct 23
	Nov 1
	Dec 6