



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

December 6, 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
Karen James, Administrative Specialist

Ms. Thompson brought the meeting to order at 6:37 PM. The following are summary minutes:

I) ROLL CALL

Members present at the time of Roll Call: Ms. Thompson and Mr. Burns

II) PUBLIC HEARING SWEARING IN

Those who were planning to give testimony during the meeting, were sworn in by Ms. Thompson.

III) ADMINISTRATIVE BUSINESS

a) Administrative Updates for November INFORMATION

Ms. Whitmore announced that there was one administrative update. Staff reviewed and determined the National Register eligible property, Stem-Haines-Saylor Farm (F-8-157), eligible for Counter Register designation. The Historic Preservation Commission approved at the November 2021 meeting changes to how determination of eligibility can be made for properties on the National Register of Historic Place. The Commission gave Staff the ability to administratively determine a National Register property eligible for County Register listing. Staff visited the property and reviewed the National Register documentation that was completed in 2013 and felt that there weren't any changes that had been made at the property since the last time it was looked at for National Register criteria. The property is in MALPF, allowing up to one-acre areas around historic structures. The Frederick County Agriculture Preservation Office is forwarding the recommendation to the Agricultural Preservation Board and MALPF for approvals. The property owner plans to submit a Rural Historic Preservation Grant Program application

for the property, and if awarded funding, will designate the property to the County Register. Based on the information contained in the National Register form, and that very few changes have occurred at the property since the National Register eligibility determination, Staff has determined the property eligible for County Register listing based on criteria 6B (1A), 6B (1D), and 6B (2A) in Chapter 1-23-6 of the Frederick County Code.

There were no additional Administrative Updates.

Mr. Lynch joined the meeting at 6:42 p.m., establishing a quorum.

b) Rural Historic Preservation Grant Committee COMMISSION DECISION

Ms. Whitmore explained that a subcommittee of the commission is typically selected to review grants. Since there are three members on the Commission, staff proposed that all members are the subcommittee and will go into a closed session to openly discuss the grant applications, review them, and have conversations about them, determining their ranking, then all will vote on the ranking in an open session for the public to hear. The goal is to have the grants reviewed in January, possibility February, then rankings may be published in February and sent to the County Executive and get the process moving for the applicants who are awarded.

There currently are not any items for the January 3, 2024 regular business meeting, therefore there may be a special meeting scheduled in January about the rankings or a closed session at the February meeting. Staff will provide HPC members packets containing information and applications.

IV) NEW BUSINESS

a) Public Hearing:

COA #23-07

Stevens House

New Windsor

Applicant is seeking approval to rebuild exterior stairs to rear porch. **COMMISSION DECISION**

Staff Presentation: Beau Lockard

Applicant Amanda Halla was present at the meeting and responded to questions. Mr. Lynch asked about the materials that will be used. Style will match the existing railings. Ms. Halla said she would be open to the Commission's advice. Mr. Burns said if the styles match and best efforts made to match the porch, then he was in agreement.

Public Comment: 0

Mr. Burns MOVED to APPROVE COA #23-07 as the project will not substantially alter the exterior features of the historic resource, is 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 consistent with the Secretary of the Interior's Standards for Rehabilitation #2, #6, and #9. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0.

Ms. Thompson encouraged Ms. Halla to reach out to Ms. Whitmore and Mr. Lockard if she had any questions or was looking for advice. Ms. Halla stated she will share the final design with Mr. Lockard for his comments.

V) APPROVAL OF MINUTES – November 1, 2023

The HPC reviewed the Minutes of the November 1, 2023 meeting. Mr. Burns MOVED that the HPC APPROVE the November 1, 2023 Minutes as written. Mr. Lynch SECONDED the MOTION. The MOTION passed 2-0-0-0.

VI) NEW BUSINESS

b) Rural Historic Preservation Grant Initial Disbursement

Staff Presentation: Amanda Whitmore

The Commission determined the initial disbursement percentage for grant awardees, William Draper Farm and Stevens House. The William Draper Farm grant project is to stabilize the historic bank barn through foundation repairs and replacement of missing stones and mortar and then replacing rotten siding and beams. Their grant award was in the amount of \$38,000. Of that amount, 25% would be \$9,500, 33% would be \$12,540 and 50% would be \$19,000. The Stevens House grant project is to replace broken window glass repair windows, repair rot, rotten wood on the porches and rebuilt the stairs. Their grant was approved for \$49,000 and at 25% it would be \$12,250, at 33% it would be \$16,170 and 50% would be \$24,500.

Mr. Lynch MOVED to APPROVE a 33% initial disbursement for both properties. Mr. Burns SECONDED the MOTION. The MOTION passed 2-0-0-0.

VII) ADJOURN

Ms. Whitmore reminded all that there would not be a January 3, 2024 meeting. She will reach out with potential dates, but definitely not on January 3, 2024.

Members generously offered to pick up their grant packages instead of having them mailed.

Upcoming training opportunities were discussed. NAPC is offering one final training for the year on mid-century modern buildings. Ms. Whitmore will forward information to HPC members.

Meeting adjourned at 7:01 p.m.

Upcoming Meetings: February 7, March 6, April 3, May 1, June 5.