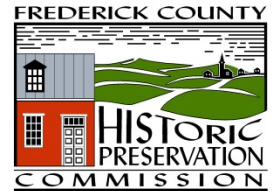




# HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

30 North Market Street, Third Floor Frederick, Maryland 21701 (301) 600-1147



## FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION **MEETING MINUTES**

**December 1, 2021**

**7:00 PM**

**Virtual Meeting**

Members Present: Gary Baker (Chair), Mary Thompson (Vice-Chair), Tyler Bastian, Hettie Ballweber, Blaine Hoffmann, Jack Lynch, Alec Davidson

Members Absent: None

Staff Present: Amanda Whitmore, Historic Preservation Planner  
Kimberly Golden Brandt, Director Livable Frederick  
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:

### **I) APPROVAL OF MINUTES – November 3, 2021**

The HPC reviewed the Minutes of the November 3, 2021 meeting. Ms. Ballweber requested clarification: Administrative Business, page two regarding changes to the Rural Historic Preservation Grant program. The second line down there is a sentence that starts with, “there was discussion of the use of a third party reviewer.” Ms. Ballweber suggested adding the words “regarding the bullet points under the review process,” because those following sentences had to do with the review process. Ms. Ballweber **MOVED** that the HPC **APPROVE** the November 3, 2021 Minutes as amended. Mr. Hoffman **SECONDED** the **MOTION**. The **MOTION** passed 5-0-1. Ms. Thompson abstained.

### **II) NEW BUSINESS**

#### **a) Public Hearing:**

National Register Nomination Joanna & Dennis D.H. Clemson Farm Union Bridge

Property is being nominated to the National Register of Historic Places. As a CLG, the Commission is asked to provide a recommendation regarding eligibility for National Register listing.

Staff presentation by Ms. Whitmore.

Public Comment: none

Following discussion by the members, Ms. Ballweber **MOVED** the Historic Preservation Commission recommend the nomination of the Joanna and Dennis D. H. Clemson farm to the Minutes of December 1, 2021

County Executive and the State Preservation Officer as eligible for the National Register under Criterion C. Mr. Lynch SECONDED the MOTION. The MOTION passed 6-0.

**b) Public Hearing:**

CR# 20-01

Jacob Smith Tavern

Frederick, MD

Applicants are seeking to nominate the property to the County Register of Historic Places.

Leslie Allen and Michael Amontree applicants

Staff presentation by Ms. Whitmore.

Public Comment: Mr. Eric Glysteen, 7127 Autumn Leaf Lane

Mr. Hoffman MOVED for designation to the Frederick County Register of Historic Places, Case CR# 20-01, Jacob Smith Tavern pursuant to County Code 61A 61D 62A 62E as described in section 1-23-6 of the County Code. Mr. Davidson SECONDED the MOTION. The MOTION passed 6-0.

**III) ADMINISTRATIVE BUSINESS**

**a) Suggested changes to the Rural Historic Preservation Grant Program (Continued from Nov. 3 meeting)**

Ms. Whitmore began reviewing the guidelines attachment. There was discussion on the title of the program as well as possibly modifying the introduction paragraph. The points system used to assess property was also discussed as well as the definition of eligible property. It was suggested that Ms. Whitmore speak with the County Executive to determine the intent.

Mr. Hoffman MOVED to make an inquiry to the County Executive what was meant by rural. Mr. Bastian SECONDED the MOTION. The MOTION passed 5-1 with Mr. Davidson voting No.

An informal vote was taken to clean up the next section of the first page and make it more understandable to the reader.

A sentence was added that primarily routine maintenance would not be given priority or score and prompted further discussion. Ms. Whitmore said she would clarify that sentence. All were in agreement. Clarification was also added that a county permit is not an eligible expense. All were in agreement. Dates were updated and the sentence, "Award recipients will be notified and grant agreements executed following approval by the Historic Preservation Commission of the Certificate of Appropriateness." Ms. Whitmore was asked to provide updates to projects as needed.

Moving on to the competitive selection criteria, use of the word "significant" was discussed clarifying its definition. Ms. Whitmore said it would now read what is significant of the resource and would remove the language about rare survivor. All were in agreement with Ms. Ballweber's suggestion to change the language.

Urgency of need was discussed next, with changes to the point system presented. Additional clarifications were made to the grant program with all in agreement.

Mr. Davidson suggested removing the administrative capability section and not have points assigned to how well it is presented. There was further discussion including that there are resources and workshops to assist applicants. It was expressed that all necessary documentation must be included. At a prior meeting, it was decided to drop these points from 10 to five. It was also debated if attending workshops should be a requirement. It was decided to strongly encourage applicants to participate in workshops.

Two suggestions were made to consider awarding points to properties already listed on the National Registry, and to properties tied to underrepresented or underserved populations. Ms. Whitmore said she could make sure that people of color or nationally registered highlight that in their application.

Ms. Whitmore moved on the grant application itself, adding a section to identify what type of building their project's going to be on then modified the points based on prior discussion. Added to the matching amount summary is a place to list sources of matching funding and the total amount of the matching funds as well as their experience in the last five years with grant projects. Ms. Ballweber suggested providing a table to be filled in with this information. All were in agreement with the changes.

Ms. Ballweber asked if scores must be released publicly. Ms. Whitmore said they did not. Mr. Baker announced upcoming seminars and conferences and encouraged attendance.

Ms. Ballweber asked if they would get a chance to see all of this work before it moves forward. Ms. Whitmore responded that she will make a draft to review at the next meeting and with the HPC okay send it off to the County Executive.

Public Comment: Mr. Eric Glysteen, 7127 Autumn Leaf Lane

- b) It was decided to hold the next HPC meeting at 7 p.m. Wednesday, January 5.

**IV) ADJOURN:** 9:36 p.m.

Upcoming meetings: Jan. 5 at 7 p.m.  
Feb. 2 at 7 p.m.  
March 2 at 7 p.m.

APPROVED