



# HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

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## FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION

### MEETING MINUTES

February 1, 2023

7:00 PM

Virtual Meeting

Members Present: Gary Baker (Chair), Mary Thompson (Vice-Chair), Alec Davidson, 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

Mr. Baker 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 – January 11, 2023

The HPC reviewed the Minutes of the January 11, 2023 meeting. Mr. Davidson asked to amend the minutes to correct a date listed. Mr. Davidson MOVED that the HPC APPROVE the January 11, 2023 Minutes as amended. Mr. Burns SECONDED the MOTION. The MOTION passed 3-0-0-1 with Mr. Lynch abstaining (not present at the January meeting).

#### III) OLD BUSINESS

##### a) *Public Hearing:* Draft Peace and Plenty Rural Historic District Design Guidelines

A draft of the Peace and Plenty Rural Historic District Design Guidelines is being reviewed and discussed. These guidelines would be applicable to properties located within the proposed Peace and Plenty Rural Historic District.

Staff Presentation: Ms. Whitmore

Public Comment: None

Following review and discussion of recent modifications, Mr. Lynch MOVED that the HPC APPROVE the changes reviewed of the Draft Peace and Plenty Rural Historic District Design Guidelines. Ms. Thompson SECONDED the MOTION. The MOTION passed 4-0-0-0.

#### IV) NEW BUSINESS

- a) *Public Hearing:*  
DOE #23-02                      Stevens House aka Pearre-Metcalf House                      Unionville

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

Staff Presentation: Mr. Lockard

Public Comment: None

Applicants Amanda and David Halla were present at the hearing. Ms. Halla offered her family's history of the property.

HPC members asked questions of the applicants and staff including mortar used, elevation, and condition of the roof. Mr. Lynch MOVED that the Stevens House DOE-23-02 be APPROVED by the HPC for the County Register. Mr. Davidson SECONDED the MOTION. The MOTION passed 4-0-0-0.

- b) *Public Hearing:*                      Update to Frederick County Design Guidelines

Updates to the Frederick County Design Guidelines are proposed to provide consistency with some changes proposed in Peace & Plenty design guidelines.

Staff Presentation: Ms. Whitmore

Public Comment: None

Ms. Whitmore shared the proposed changes to the Design Guidelines. Ms. Thompson said that it's good to be consistent across the board and prevent any issues that could potentially pop up. The use of alternative materials was discussed at length. The guidelines will remain open for public comment through March 1. HPC may vote to adopt the proposed changes at the March 1 meeting.

During the discussion Mr. Baker announced that Mr. Davidson would be leaving the HPC as he will be moving out of state.

- c) Rural Historic Preservation Grant Initial Disbursement

The Commission will determine the initial disbursement percentage for grant awardee Dr. James Long House (*Beau*)

Staff Presentation by Mr. Lockard

Public Comment: None

Dr. James Long House, grant award of \$37,500.00; 25% would be \$9,375.00, 33% would be \$12,500.00, 50% would be \$18,750.00. Staff recommends that the HPC approve 33% of the grant awarded or \$12,500.00 as it should meet the initial deposit required by most contractors.

Mr. Davidson MOVED a 1/3 initial disbursement of \$12,500.00 for the Dr. James Long House CR22-06. Mr. Burns SECONDED the MOTION. The MOTION passed 4-0-0-0.

## V) ADMINISTRATIVE BUSINESS

### a) Administrative approval updates for January.

Staff Presentation: Ms. Whitmore

Staff reviewed and approved one administrative Certificate of Appropriateness application for the Dr. James Long House (CR #22-06). Additionally, Staff has determined the National Register listed Peter of P. Grossnickel Farms (F-4-113) eligible for County Register Designation.

Dr. James Long House's administrative Certificate of Appropriateness application was filed on January 9 and accepted as complete on January 10 for the rebuilding and repairing of the historic stone walls and stairs. 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, and is minimal in nature and will not affect historic, archeological, or architectural significance so long as three specific conditions are met. Staff conditionally approved the Dr. James Long House application on January 11, 2023.

Staff received a nomination for the Peter of P. Grossnickel Farm (F-4-113) which was listed on the National Register of Historic Places in 1998. The National Register form includes a tenant house and its outbuildings; however, those structures are not included in the County Register nomination. The property owner wants to nominate the property to the County Register and plans to submit a Rural Historic Preservation Grant application for the property. Since the grant application closes on February 28, before the nomination application can be heard by the Historic Preservation Commission, Staff reviewed the 1998 National Register form and conducted a site visit to the property to determine its eligibility so the property can be eligible to apply for the grant.

Based on the information contained in the National Register form, and that very few changes have occurred at the property since the National Register designation, Staff has determined the property eligible for County Register listing based on criteria 6B(1A), 6B(1D), 6B(2A), and 6B(2E) in Chapter 1-23-6 of the Frederick County Code. Staff will bring this nomination to the Commission at their next available meeting.

### b) Selection of members to the Historic Preservation Rural Grant program grant reviewer's subcommittee.

Staff presentation: Mr. Lockard

Mr. Davidson, who served on the committee, provided background on the responsibilities as a reviewer and the amount of time spent on the process. Ms. Thompson and Mr. Burns volunteered to serve on the subcommittee.

### c) CLG Annual Report – informational.

Staff presentation: Ms. Whitmore

Ms. Whitmore provided a draft of the CLG Annual Report Data Sheet for Frederick County. The draft showed program changes, a summary of activities, commission qualifications and procedures, and an opportunity to provide general feedback.

**VI) UPCOMING EVENTS/TRAININGS**

- a) Joint NAPC training with City of Frederick HPC – March 30 at 6 p.m.

**VII) ADJOURN**

Meeting adjourned at 8:09 p.m.

**Upcoming Meetings:** March 1  
April 5  
May 3

Approved