



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

**Wednesday, February 6, 2019, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Historic District Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on February 6, 2019, at 7 PM.

I. Call to Order

Chair Kristen McMasters read the statement of authority into the record.

Chair Kristen McMasters, Vice-Chair Dean Camlin, Commissioner Suzanne Albert, Commissioner Steve Colella, and Commissioner Kevin Wagman were present. City staff Andrew Gray, Bill Mackey, and Sam Schlitzer was also present.

II. Approval of Minutes

Vice-Chair Camlin moved to approve the meeting summary for January 9, 2019. Commissioner Colella seconded. The motion passed unanimously.

Chair McMasters requested a motion to rearrange the meeting agenda to accommodate the guest present in the audience.

Commissioner Albert made a motion to rearrange the meeting agenda to accommodate the guest present in the audience. Commissioner Wagman seconded. The motion passed unanimously.

Mr. Gray introduced Mr. Marvin Caicedo, business owner of Technology Phone, located at 64 West Main Street. Mr. Caicedo described his current temporary business sign, and requested suggestions and comments from the Commission regarding improvements for his future permanent sign. Vice-Chair Camlin reviewed the requirements listed in the Standards for Renovation Westminster and provided recommendations.

Chair McMasters recognized another member of the public who asked questions about the Historic Tax Credit application process.

III. New Business

Chair McMasters introduced New Business Item A – Historic District Commission 2019 Goals and Budget Discussion. Mr. Mackey presented the current goals and requested guidance on where the Commission would like to focus its allocated \$2,500.00 annual budget.

Commissioner Colella recommended using the funds for outreach to teach the public and historic property owners about the benefits of being in the National Register Historic District. Chair McMasters suggested a direct mail campaign to those eligible properties within the National Register Historic District. Commissioner Colella added that it should be designed as a sales piece highlighting the value of being included in the National Register Historic District. Chair McMasters asked if production and distribution could be accomplished before May, which is Historic Preservation Month.

Commissioner Colella motioned to approve marketing material to advertise the benefits of being in the historic district, to be distributed to property owners, realtors, insurance brokers, and the like, not to exceed \$2,500. Commissioner Albert seconded. The motion passed unanimously.

Chair McMasters requested staff create a schedule for the booth at the Flower and Jazz Festival in May. She suggested hosting another Historic Tax Credit class in October at the Library. Vice-Chair Camlin mentioned waiting for responses to the direct mail campaign to see what topics to cover. No class may be necessary if there is no interest.

IV. Historic District Commission and Public Comments

Vice-Chair Camlin commented on his recent visit to Annapolis to assist Preservation Maryland and AIA MD with lobbying to get historic preservation on the agenda of the State Legislators.

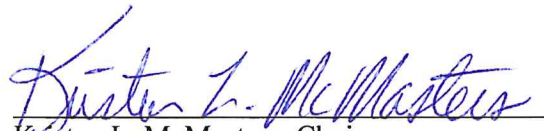
Chair McMasters shared her recent visit with Frederick County officials in reviewing their rules for historic district requirements. She suggested City staff representatives who may wish to attend the meetings.

Commissioner Wagman raised concerns about sign requirements being the same for all properties in the historic district. Mr. Mackey clarified that different zoning districts have their own signage requirements.

Mr. Gray requested Commission approval to submit the Maryland Association of Historic District Commission renewal application. Commissioner Wagman motioned to continue the membership, at an annual cost of \$150. Vice-Chair Camlin seconded. The motion passed unanimously.

V. Adjournment

Vice-Chair Camlin made a motion to adjourn. The Commission adjourned at 8:40 PM.


Kristen L. McMasters, Chair
Westminster Historic District Commission