

CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION AGENDA

Wednesday, February 4, 2026, at 6 PM

City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157

1. Call To Order

Statement of Authority – The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code, which is authorized by Maryland Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 45 West Main Street; the file is open to the public - Chair

2. Approval Of Minute Summary

September 3, 2025

October 1, 2025

November 5, 2025

Documents:

[HISTORIC DISTRICT MEETING - SEPTEMBER 2025.PDF](#)
[HISTORIC DISTRICT MEETING - OCTOBER 2025.PDF](#)
[CITY OF WESTMINSTER 11-5-25 HDC MINUTES.PDF](#)

3. New Business

3.I. Item A: Annual History Expo (J. Adkins, DCPD)

Exhibitor registration is now open for the Annual History Expo taking place on Saturday, February 28 at Winters Mill High School. This is the big event held in conjunction with local National History Day student competition organized by Carroll County Public Schools.

3.II. Item B: Save The Date For Westminster Cemetery Commemorative Marker (Chair McMasters)

Sunday, April 19 at 2pm – William G. Pomeroy Foundation and Sons of the American Revolution of Westminster, MD.

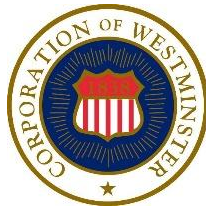
4. Historic District Commission Implementation Plan

5. The Nation's 250th Anniversary

Items Ongoing: Historic District Street Signs, Historic District Entrance Signs Phase 2, Downtown Preparations – Façade Improvement Funding and Business Contest, Residential Decorating Contest, 250th Commemoration Plaques for Revolutionary Era Homes, May Preservation Month Social Media Campaign, Liberty Tree Plaque, 250th Meeting Updates

Items Completed: Westminster 250th Logo, Historic District Entrance Signs Phase 1 (Uniontown Rd. and E. Main St.), 250th Commemoration Sign in Belle Grove Square

6. Historic District Commission And Public Comments
7. Adjournment



**CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
MEETING SUMMARY**

Wednesday, September 3, 2025, at 6:00 p.m.

In-Person Meeting and broadcasted live on the City YouTube Channel

A meeting of the City of Westminster's Historic District Commission was held and broadcast live on the City YouTube Channel on Wednesday, September 3, 2025, at 6:02 p.m.

I. Call to Order

Chair McMasters read the statement of authority into the record.

Chair Kristen McMasters, Vice Chair Christine Ameduri, Commissioner Catherine Baty and Commissioner Grace Kelly-Lawler were present. Economic Development Coordinator Melissa Thorn was present.

II. Old Business

III. New Business

IV. Historic District Commission Implementation Plan (Chair McMasters)

Chair McMasters has been in consultation with the contractors to get them some information. She had asked Commissioner Baty if she could put together a synopsis about where Frederick Douglas stood, as well as President Roosevelt. Commissioner Baty will put together information to email the consultant. Commissioners discussed other notable people visiting, such as President Grant, Jeb Stuart, President Taft and Paul Reveres grandson, and the possible presentation of this information in historical signage.

Chair McMasters detailed that the railroad leading down from Gettysburg from Westminster is in the Battle Study Area of Gettysburg, which is available for Land and Water Conservation Funds. She noted that this study area should be noted on our documentation re-survey. Commissioner Baty has collected information on the role of the railroad that she will look for and shared it could make a good mini-grant project to include history markers. Coordinator Thorn updated the Commission that the City's legal team was still with the agreement.

V. The Nation's 250th Anniversary

Commissioners continued to discuss projects for the 250th. The Westminster 250th Logo needs revision because the America 250 logo is copyrighted. City Staff will send Commissioner Baty the image of the clock tower for her to revise the logo.

The Historic District Street signs quote for replacement of all the district signs came back higher than budget and Staff inquired about narrowing down the scope or using a phased approach. A suggestion was to start with the original William Winchester laid out streets of Westminster. The

Commission ended up determining that the project can be phased out with the focus on Main Street as the first phase. It was noted that the signs were upgraded 10 years ago from a smaller size to a larger 9" size.

Historic District Entrance signs are still manufacturing and have not been scheduled for installation yet. A decoration contest was discussed for residents or businesses to increase community spirit and fun. Commissioner Kelly-Lawler will be putting together a draft for the contest. The 250th Commemoration plaque design still needs to be finalized by Commissioners. It was determined that the Liberty Tree needs time to grow prior to a dedication ceremony. The site plaque has been designed and will be ready for purchase when the project is ready to proceed.

VI. Historic District Commission and Public Comments

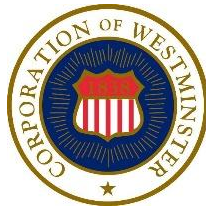
Chair McMasters updated the Commissioners on upcoming projects with the Daughters of the American Revolution and Sons of the American Revolution. She updated the group on a focus for the upcoming months for coming back to do a Proclamation in May 2026 and going back to the Mayor and Common Council to update them. Coordinator Thorn asked the Commissioners about their ideas on 250th swag. Ideas discussed included challenge coins, Christmas ornaments, T-shirts, Flags, and the Cat's Meow home décor with images of the 250th decorated City buildings.

VII. Adjournment

Chair McMasters motioned to Adjourn. The Commission adjourned at 6:50 p.m.

Ms. Kristen McMasters
City of Westminster Historic District Commission

Official Recordings of the City of Westminster Historical District Commission Meetings are available for viewing in their entirety on the City's YouTube channel.



**CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
MEETING SUMMARY**

Wednesday, October 1, 2025, at 6:00 p.m.

In-Person Meeting and broadcasted live on the City YouTube Channel

A meeting of the City of Westminster's Historic District Commission was held and broadcast live on the City YouTube Channel on Wednesday, October 1, 2025, at 6:05 p.m.

I. Call to Order

Chair McMasters read the statement of authority into the record.

Chair Kristen McMasters, Commissioner Catherine Baty and Commissioner Grace Kelly-Lawler were present. Director of Community Planning & Development Mark Depo and Economic Development Coordinator Melissa Thorn were also present.

Guests: David Johansson Jr.

II. Old Business

Item A: Post-Construction Application for Historic Rehabilitation Tax Credit for 31 W. Main Street Rear TC-25-01 (M. Thorn, DCPD)

Coordinator Thorn read the staff report detailing the Post Construction Application that was submitted on 9/11/2025. David Johansson was available for questions. The project involved the replacement of 14 windows at ARIC and MAGIC.

Motion: Commissioner Baty moved that the Historic District Commission, upon finding that the completed work is eligible work and in accordance with the preliminary approval of the certificate of eligibility and the preliminary approval amount of \$9,590.20 is acceptable, approve the Post-Construction Application for Historic Rehabilitation Property Tax Credits TC-25-01 and forward the Historic Tax Credit Certificate of Eligibility for TC-25-01 to the City of Westminster Department of Finance to determine the credit amount based on the City of Westminster real property taxes for a period of up to five years. Seconded by Commissioner Kelly-Lawler. Vote all in favor.

III. New Business

Item B: Carroll County History Day Competition Theme – Revolution, Reaction, Reform in History, Determine Local History Research Topics and Prizes (M. Thorn DCPD)

Commissioners discussed topics for the specific theme, "Revolution, Reaction, Reform..." with the following ideas: the Just Government League with Mary Shellman, the Telephone Exchange, and Edwin Shriver. The prize amount was to be kept the same. Staff asked the question about

allowing middle school aged students a potential prize amount. It was determined that the school would have to weigh in about the middle school ages, because the older students could go on to compete in the State competition.

IV. Historic District Commission Implementation Plan (Chair McMasters)

There is no update on progress of the currently awarded Historic District Re-Nomination to the National register. Chair McMasters has been leaning on Commissioner Baty for some additional details on Westminster events. She inquired about specific addresses from two issues from the Free Press.

V. The Nation's 250th Anniversary

Commissioners continued to discuss projects for the 250th. The Westminster 250th Logo was voted on with City Staff portraying options via Slides. Motion is as follows:

Motion: Commissioner Kelly-Lawler motioned to recommend the logo on slide #1 in color and slide #3 in grayscale. Seconded by Commissioner Baty. Vote all in favor 3-0.

Commissioners discussed focusing on replacement of the Historic District Street signs in phases with Main Street being the first phase. This includes 14 sign locations, 4 with the double stacked sign. Staff will be learning from the Maryland Highway Administration and Westminster Streets Department the process of changing the signage at the intersections which are larger, as well as a 5-year phasing process for changing all the signs in the district over to the historic pineapple embellishment with the brown background and white lettering. Downtown Preparations are underway with partnership with Carroll County Tourism and Carroll County Downtowns to produce a StoryMap, ArcGIS program, which will include 10 historic assets from each municipality in Carroll County. Westminster is preparing map updates which will be input by Carroll County GIS for final distribution in May of 2026. Westminster is interested in purchasing full sized flags with the new Westminster 250th logo to decorate downtown. The National Flag is okay to sprinkle in too!

250th Commemoration Plaques for Revolutionary Era Homes were discussed with several design options selected by Commissioner Kelly-Lawler. Commissioners discussed options and keeping the text the same across the board. Staff will prepare quotes and a letter to the homes asking for their interest in obtaining the 250th Commemoration Plaque. Chair McMasters and the Commission preferred Option #3 or Option #1. Staff will produce a letter to send out to those homes on the list generated by Commissioner Baty to solicit interest in the program as well as work on getting plaque estimates.

Event Programming Commissioner Kelly-Lawler drafted a registration form for a House Decorating Contest for Residents in the Westminster Historic District. Prizes would be a certificate and bragging rights. Suggested to include judging on Sunday, June 14, 2026. Residents must register by June 1, 2026. Staff will create a form on the City website and promote the contest in the City newsletter as well as the website.

Other 250th Meeting Updates Chair McMasters detailed the "kick-off" event for the 250th within Westminster, the 250th Commemoration Sign in Belle Grove coordinated with the Daughters of

the American Revolution – William Winchester Chapter and the City of Westminster. She was happy with the success of the event. The Son's of the American Revolution are working on a Patriot Trail unveiling in 2026.

VI. Historic District Commission and Public Comments

Chair McMasters shared that the Belle Grove Square project was part of a mini-grant, and they are getting their paperwork sorted to turn in. At the Westminster Cemetery, they are getting close to their updated. She will be drawing her attention to the consultant to help with the re-survey of the Westminster Historic District.

Director Depo shared with Commissioners that the City was able to meet with the owners of 59 W. Main about the removal and repainting of their building and that they are amenable to getting the front façade back to a more original look. Staff have shared information about tax credits and the façade improvement program.

VII. Adjournment

Chair McMasters motioned to Adjourn. The Commission adjourned at 8:02 p.m.

Ms. Kristen McMasters
City of Westminster Historic District Commission

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**CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
MEETING SUMMARY**

Wednesday, November 5, 2025, at 6:00 p.m.

In-Person Meeting and broadcasted live on the City YouTube Channel

A meeting of the City of Westminster's Historic District Commission was held at City Hall at 1838 Emerald Hill Lane, Westminster, MD 21157 and broadcasted live on the City YouTube Channel on Wednesday, November 5, 2025, at 6:02 p.m.

I. Call to Order

Chair McMasters read the statement of authority into the record.

Chair Kristen McMasters, Vice-Chair Christine Ameduri, and Commissioner Catherine Baty were present. Economic Development Coordinator Manager Melissa Thorn and Joe Adkins City Planner were also present.

Guests: Deborah Brown with BSSF Properties LLC.

II. Approval of Minute Summary

There were no minutes ready for approval.

III. Old Business

Item A: Post-Construction Application for Historic Rehabilitation Tax Credit for 205 E. Main Street Rear TC-25-02 (M. Thorn, DCPD)

Deborah Brown, representative with BSSF PROPERTIES LLC, the Applicant, is requesting approval of a Post-Construction Application for Historic Rehabilitation Property Tax Credit (TC-25-02) for 205 E. Main Street, Westminster, Maryland to repair the building from issues created by moisture seeping through the exterior.

Coordinator Thorn read the staff report into the record. Ms. Brown was representing the property and answered a few questions concerning change orders and if there were pictures of the brick behind the stucco.

Motion: Commissioner Bates made the motion that the Historic District Commission, upon finding that the completed work is eligible work and in accordance with the preliminary approval of the certificate of eligibility and the preliminary approval amount of \$8,924.40 is acceptable, approve the Post-Construction Application for Historic Rehabilitation Property Tax Credits TC-25-02 and forward the Historic Tax Credit Certificate of Eligibility for TC-25-02 to the City of Westminster Department of Finance to determine the credit amount based on the City of Westminster real property taxes for a period of up to five years.

The motion was seconded by Vice-Chair Ameduri. The motion was passed 3-0.

IV. New Business

Item A: 59 W. Main Street – Design Input on Paint Color

The property owner was not present. Coordinator Thorn indicated that staff met with the property owner on site to discuss paint color and future renovations. The commission suggestion for paint colors were muted gray, green, and whites would be appropriate. The commission also wanted the property owner to know about the tax credits that could be used for future renovations to this property.

V. Historic District Implementation Plan

Coordinator Thorn gave a brief update on the status of the contract which was signed just recently. The City is ready to move forward with implantation of the plan. Chair McMasters indicated that she has been sending the consultant information that would be useful for the plan.

VI. The Nation's 250th Anniversary

Coordinator Thorn gave an update on the street signs, plaques, Liberty Tree plaque and programing for the 250th Anniversary celebration. There was some discussion about the number of plaques for the houses and about the Liberty Tree plaque. Coordinator Thorn indicated that she would look into both issues.

Chair McMasters gave an update on the Patriot Trail Marker, which is the first one in the State of Maryland. She has been coordinating the unveiling of the marker with several organizations including the SAR and the DAR.

VII: Pubic Comments

Chair McMasters mentioned the Heart of the Civil War Area Annual Meeting at the Wakefield Valley Park. The event location, food, and speakers showcased Carroll County and the City of Westminster. Participants had a chance to tour the Durbin House. The event was well attended and she had only good reviews of the event.

There was also discussions about not having a meeting in December. The Commission agreed that if there is an case that needed to be heard, they are willing to schedule a meeting. The next meeting will be on January 7, 2026

VII: Adjournment

Chair McMasters made a motion to adjourn the meeting at 6:42.

Ms. Chair Kristen McMasters
Chair of the City of Westminster Historic District Commission

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