1. Historic District Commission June 3, 2020 Agenda

   Documents:

   HDC AGENDA 2020-6-3.PDF

2. Historic District Commission - May 6, 2020 Meeting Summary

   Documents:

   HDC MEETING SUMMARY 05 06 2020.PDF

3. Item A - 143 West Main Street Facade Improvement

   Documents:

   ITEM A - 143 WEST MAIN STREET FACADE IMPROVEMENT..PDF

4. ITEM B - Draft Rules Of Order And Procedure.PDF

   Documents:

   ITEM B DRAFT RULES OF ORDER AND PROCEDURE.PDF

CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
AGENDA

Wednesday, June 3, 2020, at 7 PM
Virtual Meeting
www.facebook.com/WestminsterMD
www.WestminsterMD.gov

I. 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, 56 West Main Street; the file is open to the public. (*HDC Chair*)

II. Approval of Minutes

A. May 6, 2020

III. Old Business

None

IV. New Business

A. Application for Façade Improvement Application for the business 143 West Main Street. (*Ms. Anderson*)

B. Draft Historic District Commission Rules of Order and Procedure. (*Mr. Gray*)

V. Historic District Commission

VI. Staff and Public Comment

VII. Adjournment

Posted May 29, 2020

CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
SPECIAL MEETING SUMMARY

Wednesday, May 6, 2020, at 7:00 PM
Virtual meeting via Zoom and broadcasted live on the City Facebook page

A meeting of the City of Westminster Historic District Commission was held virtually via Zoom and broadcasted live on the City Facebook page on May 6, 2020, at 7:00 PM.

I. Call to Order

Chair McMasters read the statement of authority into the record.

Chair Kristen McMasters, Vice-Chair Dean Camlin, Commissioner Josh Ambrose, and Commissioner Steve Colella were present. City staff Sandy Anderson, Mark Depo, Andrea Gerhard, and Andrew Gray were also present.

II. Approval of Minutes

Commissioner Ambrose requested a motion to revise the meeting summary of March 4, 2020 to reflect a more accurate statement he made regarding the Durbin House at the former Wakefield Valley Golf Course. He clarified that his question was if the $50,000 grant would be used only for property analysis or if it could also be used toward renovations. He encouraged the City to find a way to repurpose the building.

Commissioner Colella moved to approve the revised meeting summary for March 4, 2020. Vice-Chair Camlin seconded the motion. The motion passed unanimously.

III. New Business

A. Historic Rehabilitation Property Tax Credit Application #20-04 for 1-4 Schoolhouse Avenue

Ms. Anderson provided background information on an Historic Rehabilitation Property Tax Credit application for 1-4 Schoolhouse Avenue, in the amount of $1,900.

Chair McMasters requested more information as to whether any work had already been completed and what the tax credit application specifically requested be approved.

Ms. Anderson stated that the majority of the work was complete, but the applicant stopped work in February when the application was submitted.

Commissioner Ambrose asked about the delay in the Commission receiving the application. Ms. Anderson explained that the application was received too late to be included on the March Commission agenda, and there was a lack of quorum for the April Commission meeting. Ms. Gerhard added that this was the first meeting the Commission was holding virtually due to the COVID-19 crisis.

Chair McMasters asked if, in the future, staff could poll the Commission members to hold a special meeting so that applicants were not waiting too long for a decision.

Commissioner Colella motioned for staff to provide the additional information requested so that the Commission could review and make a decision at either a special meeting or their regular June meeting. Commissioner Ambrose seconded the motion. The motion passed unanimously.

IV. Historic District Commission and Public Comments

Commissioner Ambrose expressed his appreciation for City boards and commissions meetings being held virtually to better engage the community for input.

Chair McMasters stated that the National History Day event was well-attended, although there were no competitors in the Westminster category. She suggested brainstorming a more interesting topic or providing better incentives to attract applicants next year. She reminded the Commission that the Flower and Jazz Festival was cancelled due to COVID-19 and there would be no Commission information booth. With the continued uncertainty surrounding large-scale events, she was unclear on how the June Corbit's Charge re-enactment would be handled.

Mr. Gray stated that the draft Rules of Order and Procedure for both the Historic District Commission and Tax Credit Applications were ready for review by the Commission. Chair McMasters requested both documents be provided via email for the Commission to review prior to its June meeting.

V. Adjournment

Chair McMasters made a motion to adjourn. The Commission adjourned at 7:43 PM.

_____

Dean Camlin, Vice-Chair
Westminster Historic District Commission

Item A

To: Historic District Commission

From: Sandy Anderson, Main Street Manager

Cc: Mark Depo, Community Planning and Development Director

Date: May 29, 2020

Subject: Façade Improvement Application for 143 West Main Street

BACKGROUND:

The City of Westminster Community Legacy Grant awards have yielded improvements valued at nearly $3,500,000, to date. Such grant funding has been used to maintain and enhance some of Westminster's most important downtown buildings and businesses and has contributed to improving the attractiveness and revitalization of the core downtown area.

REVIEW:

Dawn R. DeMario (the "Applicant) submitted a City of Westminster Façade Improvement Program Grant Application for The Spa on West Main, located at 143 West Main Street, Westminster, MD 21157 (SDAT# 07-062389). [Attachment 1] The Applicant is requesting façade improvement grant funding for the following proposed improvements to the principal building: 1) power wash and paint the front porch; 2) replace wood and railing on the existing porch; 3) replace alleyway gate at the front the building; 4) replace rotted boards and railings on the existing handicap ramp; 5) prime and paint shutters on the front and side of the building; and 6) replace rotted wood posts and caps and handrails, as needed. The Applicant has provided two cost estimates for the proposed improvements. [Attachment 1]

The Historic District Commission (Commission) should base their review of the application and decide on the appropriate funding level based on the following criteria:

1. The estimated increase in property values after the FIP project is completed
2. The extent of historic preservation made to the building
3. The percentage of private investment vs. public investment
4. Whether the Project will be completed within a six month timeframe, and
5. If the applicant is a first-time FIP grant applicant.

The Commission should also base their review on the *City of Westminster Façade Improvement Program Overview.* [Attachment 2] The applicant should be able to clearly demonstrate how their project will contribute to improving Westminster's downtown business community and historic character.

RECOMMENDATION:

City Staff recommends the Commission review the attached façade improvement application and City of Westminster Façade Improvement Program Overview and grant the appropriate funding for the project.

ATTACHMENTS:

1. 143 West Main Street Façade Improvement Application and Cost Estimates
2. City of Westminster Façade Improvement Program Overview

	Façade Improvement Program	The City of Westminster Façade Improvement Program Grant Application

Pre-Construction

Step #1: Contact Information

Name of Owner: Dawn R DeMario

Name of Co-Owner: N/A

Address: 143 West Main Street Westminster, Maryland 21157

DAYTIME CONTACT PHONE: 410-259-4548 (cell) 410-871-0023 business

Email Address: drdemario@westmainspa.com

Step #2: What is the proposed improvement project(s)?

Description of the Improvement(s):

- **Power wash and Paint front porch at The Spa on West Main**
- **Replace rotten wood on porch railings as needed (upper and lower front porch)**
- **Replace gate at front of building alleyway (rotted and falling apart)**
- **Replace rotted boards and railings on handicap ramp**
- **Prime and Paint shutters on front and sides of building**
- **Replace rotted wood posts and caps and handrails as needed**
- **Mulch and plant bushes/flowers on side flower beds by sidewalk**

Step #3: Estimate of Project Cost

(ATTACH BIDS or ESTIMATES FROM A LICENSED CONTRACTOR OR A "MATERIALS COST LIST" FROM THE RETAIL ESTABLISHMENT WHERE PURCHASING MATERIALS)

Costs of the Improvement(s) – ***Please list all costs to be included in your project(s):***

- **See attached estimates**

Total Estimated Cost of Project: **$4,520.00**

Grants are paid to the applicant as a "50% matching funds" reimbursement, with a maximum level as established by Program rules.

Façade Improvement Program Grant Funds Requested: **$2,260.00**

ATTACHMENT 1

Step #4: Please read & initial the official information below

Please read and initial the following items:

1. DD The undersigned applicant(s) agrees to utilize any grant funds received in strict conformance with the provisions set forth by the City of Westminster.

2. DD All Grant Applications must receive approval by the City of Westminster and the Maryland Historical Trust (MHT) before any construction can commence. No grants will be awarded on an application if work has been started or completed prior to MHT approval.

3. DD All Applicants will be required to present proper permitting through the Permitting Department before any application will receive an "approved" grant award. (This includes any changes required for getting a permit)

4. DD All Applicants who are awarded a grant understand that when submitting for reimbursement that "cash receipts" will not be accepted due to auditing requirements. (NO EXCEPTIONS) You must pay for materials/services by personal check, money order or by credit card. Verification will be requested with reimbursement request.

5. DD Work can be completed by either a licensed contractor (specializing in the area that is applied for) or by the applicant themselves. If an applicant chooses to perform their own work, they cannot request reimbursement for their own labor or major tool purchases (materials only).

Step #5: Make sure that your application is complete

I have attached the following:

Estimates/Bids

I herby declare that all information submitted on this application & attachments is, to the best of my knowledge, accurate and true.

Dawn R. DeMario	05/11/20	Dawn R. DeMario
(Applicant's Signature)	(Date)	(Please Print Name)
(Co-Applicant Signature)	(Date)	(Please Print Name)

Action by the City (For City use only): Application Received: _____ (Date)

Main Street Design Committee:

- ❑ Approved as submitted
- ❑ Denied as submitted
- ❑ Conditional Approval (See Comments)

Historic District Commission:

- ❑ Approved as submitted
- ❑ Denied as submitted
- ❑ Conditional Approval (See Comments)

Commercial Care & Maintenance
Frank Bressler
410-259-7504

This quote is for the Day Spa on West Main St…
Scope of work is as follows.

1. Pressure wash the front porch.
   A. ceiling and all cream color trim. 3 hours at $60.00 dollars an hour $180.00.
   B. porch or deck. 4 hours at $60.00 dollars an hour $240.00.
   C. This includes scraping, sanding and applying wood putty where needed.
2. Paint the front porch deck.
   A. Four gallons of exterior semi-gloss gray paint $150.00.
   B. 4 hours to paint the deck at $60.00 dollars an hour $240.00.
3. Paint the ceiling and all cream color trim. Customer has the cream color paint.
   A. 8 hours at $60 dollars an hour $480.00.
4. Shop supplies $40.00 (sand paper, roller covers, putty, brushes).
   TOTAL COST FOR THE FRONT OF THE DAY SPA IS $1,330.00.
   My commercial rate that I charge the Facility management companies is $75.00 dollars an hour. I am reducing my rate $15.00 an hour for small business owners.

DeMario Construction Co.,Inc.
MHIC #83159
287 Lodestone Ct
Westminster Maryland 21158
U.S.A

ESTIMATE

 # 0825

Bill To
The Spa in West Main
143 W. Main St
Westminster
21157 Maryland
U.S.A

Estimate Date : 04/30/2020
Expiry Date : 05/30/2020

#	Item & Description	Qty	Rate	Amount
1	Labor Supply and replace rotted wood railings as needed	1.00	380.00	380.00
2	Labor Replace and paint fence between 141 & 143 W Main St	1.00	750.00	750.00
3	Labor Replace gate at front of building alleyway	1.00	320.00	320.00
4	Labor Replace rotted boards and railings on handicap ramp in front of location.	1.00	420.00	420.00
5	Painting Prime and paint shutters and doors on front and side of building	1.00	870.00	870.00
6	Labor Replace rotted wood posts, caps and handrails as needed	1.00	450.00	450.00
			Sub Total	3,190.00
			Total	**$3,190.00**

Notes

Looking forward for your business.

CITY OF WESTMINSTER
56 West Main Street, Suite 1
Westminster, Maryland 21157

TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

City of Westminster
Façade Improvement Program Overview

What Is The Façade Improvement Program (FIP)?

The program offers matching grant funds (and in certain cases design assistance) to businesses in the Westminster Main Street area in order to improve the appearance of individual building facades and/or signs and awnings. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community based.

The City of Westminster's Main Street Manager and the Main Street Design Committee administers the FIP. The Committee is made up of volunteers, including business and property owners, and residents, some of whom have design expertise and others who just want to improve the physical appearance of the community and facilitate economic revitalization of our downtown.

The goal is to assist as many qualified projects as funds allow. The grant will be offered on an ongoing basis as funding permits. The grant award amount is based on available funds, the number of qualified applicants and other evaluation criteria. Grant money will be allocated at the sole discretion of the Main Street Design Committee subject to approval of submitted applications, the Maryland Department of Housing and Community Development, and the Maryland Historic Trust.

Who Can Apply For the Matching Grant Funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. Properties must be commercial properties (or residential properties turning commercial) and be located within Westminster's designated Main Street area. Tenants must have a minimum of two years remaining on their lease or an option to renew.

According to the State of Maryland's requirements for the matching grant, we cannot provide assistance to properties owned and/or occupied, in whole or in part, by any of the following businesses or uses: adult bookstore, adult video shop, or other adult entertainment facility; check cashing facility; church or other religious or sectarian organization or use; college or university; community hall; fire station; gambling facility; gun shop; hospital; liquor store; massage parlor; multifamily or single-family housing development including the development of rental properties; nursing home, assisted living facility, crisis care center, group home, transitional housing, homeless shelter, or transient living facility; pawn shop; tanning salon; or tattoo parlor.

What Types of Improvements Are Eligible For Funding?

- Exterior cleaning, painting and/or paint removal
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window repair or, in certain cases, replacement
- New awnings or the rehabilitation of existing awnings
- Rehabilitation or compatible reconstruction of storefronts
- Removal of metal siding and exterior slip covers (surfaces)
- Removal of inappropriate or out-of-date signage
- Repair or rehabilitation of signage
- New signage

Ineligible Expenditures:

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Refinancing of existing debt
- Inventory
- Sweat equity (payments for applicant's own labor)
- General business operations expenses (payroll, taxes, utilities, etc.)
- Interior renovations

How Are Projects Selected For Funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, the Main Street Design Committee may assign "waiting list" status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

NOTE: It is important to note that this is a **50/50 reimbursement** grant program, meaning that the applicant (i.e., business/property owner) must have the improvements completed and fully paid for themselves, with 50% reimbursement made after successful completion of the work and satisfactory submission of all required documentation.

The evaluative criteria and their anticipated respective weights are as follows:

- **Impact (50%)**: – Overall impact of the project in the Westminster Downtown area. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Will the project contribute to the retention or addition of a business downtown? Will increased pedestrian traffic result?

- **Financial Leverage (25%)**: – Percentage of private investment will be used for this project? While we offer 50% matching grants, projects that leverage more private investment will be evaluated higher.

- **Sustainability/Permanence (12.5%)**: – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?

- **Community Contribution (12.5%)**: – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the applicant actively promote downtown and their own business?

Are There Any Design Guidelines?

Yes, the Main Street Design Committee is looking for projects that protect the historic integrity of the building and improve the overall appearance of the downtown area, particularly as it relates to exterior façade projects. The goal is to return the building facades in the downtown area to their appearance following their initial construction. We also recognize that some buildings may have a different period of architectural significance that supersedes the original construction appearance.

Projects must consider the impact on the preservation of the historic fabric and character of the building; are original features being retained and repaired, are historic materials being used? For example, we would not support the installation of vinyl siding, but would support the repair and repainting of original wood siding.

Projects should draw upon the history and architecture of the building, but should reflect the current use. We are trying to draw upon the architectural and historic distinctiveness of the downtown area as a means to move Westminster into a vibrant future. We strongly encourage creative new uses for the existing building stock. We also encourage modern yet compatible awnings, signage, lighting and other fixtures to enhance the appearance of storefronts and downtown.

How Does The Application Process Work?

Grant funds are disbursed on a 50% reimbursement basis and cannot be issued until the proposed project has been fully and successfully completed in accordance with the contract. **WORK COMPLETED PRIOR TO LETTER OF COMMITMENT IS NOT ELIGIBLE FOR FUNDING**.

Application and Selection Process

1. Meet with the Main Street Manager prior to submitting the application. The Design Committee may also invite applicants to discuss their project plans at a Design Committee meeting.

2. Complete grant application in full, including:
- Illustrations of the proposed work or architectural drawings
- Color photos (minimum 2) of the site and its relationship to adjoining sites
- Color samples and texture of finish materials, where applicable
- Contractor proposals on contractor's letterhead.
- All building construction plans as may be required by the Planning and Zoning Administrator.

3. Deadlines. Completed applications must be received by the Main Street Manager at City Administrative offices by 4:30PM on Friday, _____. Applications received after this date may not be considered. If there are fewer applications than funding available, another round of opportunity will be offered.

4. The Main Street Design Committee will review and rank the applications, vote on approval, and submit its recommendations to the Maryland Department of Housing and Community Development (DHCD) within 30 days of receiving the applications. Every effort will be made to expedite the process.

5. DHCD will be forwarded approved applications to the Maryland Historic Trust for project approval, if necessary.

6. The applicant will be notified, in writing, whether their project will receive 50/50 matching funds, and to what level. The notification will outline the specified amount of the grant with information on any other requirements. The applicant can then proceed with the necessary permitting and review process.

What Happens After A Project Is Selected For Funding?

1. Renovation/rehabilitation work must begin within two (2) months and be completed within six (6) months of approval. Depending on the scope of the project, extensions may be requested. The City of Westminster reserves the right to cancel this agreement in the event of failure to comply with this schedule.

2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.

3. The applicant agrees to maintain the property and improvements.

4. The City of Westminster Façade Improvement Program may promote an approved project, including but not limited to, displaying a Main Street sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials.

How Do I Get 50% Reimbursed For My Project?

Funds will be released to the applicant as quickly as possible upon satisfactory completion of the project and satisfactory submission of all required documentation. Other reimbursement requirements:

1. Submission of a financial summary report, including copies of paid invoices/cancelled checks and waivers of lien from contractors (and subcontractors, if applicable), and photos and/or drawings of the completed project.

2. A Design Committee member(s) will inspect the property for compliance.

3. Photos and drawings will be submitted to the Maryland Historic Trust to insure compliance of work, if necessary.

4. Funds will be dispersed only after verification that the work has been completed in accordance with the contract.

NOTE: The City of Westminster reserves the right to make changes in the conditions of the FIP as warranted.

Item B

To: Westminster Historic District Commission

From: Andrew R. Gray, Comprehensive Planner

Cc: Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner
Sandy Anderson, Main Street Manager

Date: May 29, 2020

Subject: Draft Rules of Order and Procedure for the Historic District Commission

BACKGROUND:

On April 3, 2019, the Historic District Commission ("Commission") held an informal discussion on the proposed Rules of Procedure for Historic Restorations and Rehabilitation Tax Credits. After staff review and discussion, it was determined that the Rules of Procedure should apply only to Commission responsibilities and meeting procedures and information related to City staff process for specific applications should be separate documents.

Staff will subsequently create procedural documents for both the Application for Construction, Reconstruction or Alterations in a Historic Zone and the Application for Historic Rehabilitation Property Tax Credits. These documents will help the public better understand the applicable application process and timeframe.

REVIEW:

For the creation of the Draft Rules of Order and Procedure, staff took into consideration information contained in the Charter and Code of the City of Westminster, Maryland State Law, current Commission practice, and information from other historic district commissions in Maryland.

Staff requests that the Commission review and provide any feedback they may have on the Draft Rules of Order and Procedure. Once staff has the Commissions feedback, we will forward the Draft Rules of Order and Procedure to the City Attorney for review and comments. At such time the City Attorney has completed her review and provided comments, staff will update the Draft Rules of Order and Procedure and return to the Commission for final review and approval.

RECOMMENDATION:

City Staff recommends the Historic District Commission review the attached Draft Rules of Order and Procedure for the Historic District Commission and provide any feedback they may have to staff.

ATTACHMENTS:

1. Rules of Order and Procedure for the Historic District Commission

DRAFT

RULES OF ORDER AND PROCEDURE
FOR
THE WESTMINSTER
HISTORIC DISTRICT COMMISSION

CITY OF WESTMINSTER, MARYLAND

Historic District Commission
Ms. Kristen L. McMasters, Chair
Mr. Dean R. Camlin, AIA, LEED, AP BD+C, Vice-Chair
Mr. Joshua Ambrose, Commissioner
Mr. Aaron Burroughs, Commissioner
Mr. Steven J. Colella, Commissioner
Mr. L. Kevin Wagman, Commissioner

Department of Community Planning and Development
Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner
Andrew R. Gray, Comprehensive Planner
Sandy Anderson, Main Street Manager

City Attorney
Elissa Levan

Effective Date: _____

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Section 12. Appeals 8

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Section 1. Authorization

A. The Westminster Historic District Commission (Commission) is established by Chapter 164, Article 9A of the City Zoning Ordinance, which is authorized by Maryland Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation.

B. The Commission has the authority to vote on applications for the construction, alteration, reconstruction, moving or demolition of any site or structure within an historic district pursuant to Section 164-51.4 of the City Zoning Ordinance and Section 56-5 of the City Code.

C. The Commission has the authority to vote on applications for the City's Historic Tax Credit program pursuant to Section 143-5 of the City Code and Maryland Code Annotated, Tax-Property Article, Title 9, Property Tax Credits and Property Tax Relief.

D. These Rules of Order and Procedure are adopted pursuant to Section 164-51.6. A. of the Charter and Code of the City of Westminster. This document comprises the Rules so adopted. The current version of this document supersedes all others.

Section 2. Commissioners and Officers

A. The City Zoning Ordinance provides for five regular members and one alternate.

B. At its regularly scheduled meeting in the month of May, the Commission will elect from among its members a Chair and Vice Chair to serve for the term of one year each. A majority vote of the members present is required to elect members as officers. In the event of a resignation of the Chair or Vice-Chair, the remaining members will elect another member to complete the term in question.

C. The Chair will preside over all meetings of the Commission; call all regular and special meetings as needed (Section 164-51.6 A.); interpret these Rules and Procedures; and, in general preside over meetings of the Commission while it is in session. The Chair may also represent the Commission at other meetings upon the affirmative majority vote of the members present at a given meeting.

D. The Chair and Vice Chair may make motions and vote on any item before the Commission.

E. The Vice Chair will have all of the powers, duties and responsibilities of the Chair in the Chair's absence (Section 164-51.6 A.).

F. A temporary Chair may be elected by the affirmative majority vote of the members present at the meeting of the Commission to serve for a single meeting or as may be necessary during any absence of both the Chair and Vice Chair.

G. The Director of Community Planning and Development or the Director's designee will act as the Secretary to the Commission. The Secretary will notify Commission members of meetings, both regularly scheduled and special; prepare any required notice; and, maintain the required records of meetings for the Commission.

H. The Legal Advisor will be the City Attorney and/or another legal professional as designated by the City Attorney. The Legal Advisor may attend and participate in the meetings of the Commission, as may be deemed necessary by the City Attorney.

I. No member of the Commission with a personal, financial or equity interest in the outcome of a decision on an application may speak or vote on the matter during the Commission's deliberations. Members absent from meetings due to recusal will be considered as excused.

J. Except as may otherwise be provided by law or these Rules, a member of the Commission may not engage in ex-parte communications with any party with respect to the subject of any pending or potential application.

K. Commissioners shall conduct themselves in a fair, understanding, kind, and gracious manner. Commissioners shall seek to be considerate of all persons, attitudes, and differences of opinion involved in all Commission business.

Section 3. Meetings

A. The Commission meets the first Wednesday of each month unless the date of the meeting is altered by the affirmative majority vote of the Commission or, in an emergency by the Chair, or unless the meeting is canceled pursuant to subsection B of this Section.

B. If there are no items on the agenda, the Chair will determine whether to hold the regularly scheduled monthly meeting (Section 164-51.6.A.).

C. No vote shall occur without a quorum. A quorum shall be three voting members (Section 164-51.3.A.). If it is determined by staff that a quorum will not be available for a scheduled Commission meeting, the Chair may cancel the meeting and any applicants will be notified as soon as possible. No applications may be reviewed in the absence of a quorum.

Link to the Agenda Center - http://westminstermd.gov/agendacenter

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Section 4. Proceedings

A. The following configuration shall be the normal order of the Commission Agenda:

1. Call to Order
2. Approval of Minutes
3. Old Business
4. New Business
5. Historic District Commission Comments
6. Staff Comments
7. Public Comments
8. Adjournment

Section 5. Application Procedures

A. Any applications to be reviewed by the Historic District Commission must be submitted to staff, with all required information, no less than fifteen days prior to a regularly scheduled monthly Commission meeting.

B. An application is deemed to be complete when it has been accepted as such by the Commission at a meeting (Section 164-51.7).

C. The Commission will review all materials in the application and all materials presented before and during the meeting before it makes any decision.

D. The applicant or the applicant's authorized agent must appear at all meetings at which said application is scheduled to be considered. In the absence of any personal appearance on behalf of the applicant or applicant's agent, the Commission will either decide to continue the application until the next regularly scheduled meeting or deny the application. However, the Commission may waive this if there are extenuating circumstances acceptable to the Commission that precludes the applicant from appearing. Any absence or requested continuance by the applicant will not count towards the time stipulated in Section 164-51.7 of the City Zoning Ordinance.

E. If the applicant or the applicants authorized agent is absent for two consecutive meetings, the application will be officially considered withdrawn and another application and/or applicable review fee will be required before the Commission re-hears the application.

DRAFT

Section 6. Order of Presentation

A. The following is the order for the presentation of an item before the Commission:

1. Government officials and agency representatives
2. Applicant or petitioners
3. Other supporting testimony
4. Organizations or groups opposing the application
5. Individuals opposing the application
6. Rebuttal
7. Sub-rebuttal
8. Closing statements by applicant or petitioners
9. Closing statements by Government officials and agency representatives

B. The Commission reserves the right to ask questions to any person speaking on the current agenda item, at any time, during the presentation of said item is before the Commission.

C. The Commission may require witnesses to testify under oath or affirmation. The Chair shall administer any oath or affirmation.

"Do you solemnly swear or affirm that the responses given and statements made in this hearing before the Westminster Historic District Commission will be the whole truth and nothing but the truth? If so, answer, I do".

Section 7. Who May Be Heard

A. Any interested person can be heard before the Commission before it reaches any decision on any matter (Section 164-51.6 B.)

B. Any person wishing to be heard before the Commission shall clearly state the following:

1. Their full legal name
2. Their full legal address

C. The Chair shall enforce time limits for all persons wishing to speak at any meeting.

1. Applicant initial presentation 15 minutes

2.	Applicant rebuttal presentation	10 minutes
3.	Individual public testimony	5 minutes
4.	Group public testimony	10 minutes

Section 8. Decisions

A. After the conclusion of the meeting, The Historic District Commission shall file with the Zoning Administrator a certificate of its approval, modification or rejection of all applications and plans submitted to it for review (Section 164-51.7). No work shall commence on the project until after the Zoning Administrator has received confirmation from the Commission that the application was approved.

B. Upon any application which has been rejected, the Commission will notify the applicant with the reasons for the denial.

C. The Commission shall advise the applicant of any proposed modifications that should be considered for later approval. The applicant can make these modifications and resubmit to the Commission for approval (Section 164-51.7).

D. The failure of the Commission to act upon a completed application within 45 days shall be deemed to constitute automatic approval unless an extension of this forty-five-day period is agreed upon mutually by the applicant and the Commission or the application has been withdrawn (Section 164-51.7).

Section 9. Design Guidelines

A. The Historic District Commission shall adopt rehabilitation and new construction or design guidelines for designated sites, structures and districts which are consistent with those generally recognized by the Maryland Historic Trust, which may include design characteristics intended to meet the needs of particular types of sites, structures and districts… These design guidelines are subject to the review and approval by resolution of the Mayor and Common Council of Westminster (Section 164-51.5).

B. 1. The Commission shall use the Standards for Renovation Westminster to review applications. Adopted by ??????????

Link to the Standards for Renovation Westminster:
http://www.westminstermd.gov/documentcenter/view/34

C. The Commission shall use the Commission Design Guidelines to review applications. Adopted by Resolution No. 94-4

Link to the Commission Design Guidelines:

D. The Commission shall use the Adopted 2016 Development Design Preferences manual to review applications. Adopted by Resolution No. 16-08

Link to the Adopted 2016 Development Design Preferences: https://www.westminstermd.gov/DocumentCenter/View/28

Section 10. Special Meeting

A. Under unusual, extraordinary or emergency circumstances, the Chair may call a special meeting of the Commission for it to discharge its responsibilities under Article IXA and Section 143-5 of the City Code (Section 164-51.6.A).

B. For special meetings, notice in the form of an agenda will be posted on the City webpage at least twenty-four hours prior to the meeting. The agenda will include the date, time, place of the meeting, list of items to be reviewed and the date the agenda was posted.

Section 11. Custody of Records

The Department of Community Planning and Development shall maintain the records of the Commission pursuant to Section 164-51.6. B. of the City Zoning Ordinance.

Section 12. Appeals

An appeal from the Commission's decision may be taken to the Circuit Court for Carroll County and shall be in accordance with the Maryland Rules of Procedure as set forth in Chapter 200 of Title 7 (Section 164-51.10)

These Rules of Procedure relating to The Historic District Commission have been adopted this _____ day of _____, 2020, by the Historic District Commission of the City of Westminster.

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Kristen L. McMasters, Chair
Historic District Commission of the City of Westminster

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