



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

**Wednesday, April 3, 2019, at 7:00 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 April 3, 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, and Commissioner Kevin Wagman were present. City staff Andrew Gray and Samantha Schlitzer were also present.

II. Approval of Minutes

Commissioner Wagman moved to approve the meeting summary for March 13, 2019. Commissioner Albert seconded. The motion passed unanimously.

III. New Business

Chair McMasters introduced New Business Item A – 2019 Flower and Jazz Festival Sign-up. She requested Commission members choose an available time to assist City staff in the information booth.

IV. Historic District Commission and Public Comments

Mr. Gray explained the proposal at 57 West Main Street (Rock Salt). Commission members requested alterations to the proposal in order to be compatible with the historic nature of the area.

Mr. Gray requested the Commission review and discuss the proposed Rules of Procedure for Historic Restorations and Rehabilitation Tax Credits for any changes. Discussion ensued and several revisions were requested by the Commission; staff will revise the document for future review.

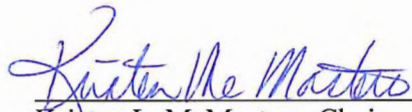
Chair McMasters explained that there are capital and non-capital grants available, both up to \$100,000, to which any organization can apply for regarding the Heart of the Civil War Grant Round. There is also a \$5,000 cap on mini-grants, requests for which are due in the fall. She suggested potential projects such as adding the history of the city to the GIS system, redoing the National Historic Register form to add the Civil War significance, and a plaque program for historic houses that were involved with the Civil War in some way.

Chair McMasters suggested brainstorming candidates for new appointment to the Commission to fill available vacancies. Commissioner Albert mentioned soliciting visitors to the booth at the Flower & Jazz Festival.

Chair McMasters requested City staff consider an intern to research and complete and administrative history of the Commission.

V. Adjournment

Vice-Chair Camlin made a motion to adjourn. The Commission adjourned at 8:33 PM.



Kristen L. McMasters, Chair
Westminster Historic District Commission