



**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