



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

**Wednesday, March 13, 2019, at 3:30 PM
Conference Room, Second Floor, 56 West Main Street**

A meeting of the City of Westminster Historic District Commission was held in the second floor conference room at 56 West Main Street, in Westminster, Maryland 21157, on March 13, 2019, at 3:30 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 Sandy Anderson, Andrew Gray, and Samantha Schlitzer were also present.

II. Approval of Minutes

Commissioner Wagman moved to approve the meeting summary for February 6, 2019. Commissioner Albert seconded. The motion passed unanimously.

III. Old Business

Chair McMasters introduced Old Business – Final review of the Standards for Renovation Westminster. Vice-Chair Camlin inquired if the document was revised from comments at the last meeting regarding blade signs. Chair McMasters had one minor addition.

Vice-Chair Camlin moved to approve the Standards for Renovation Westminster, with the year added to the front page. Commissioner Wagman seconded. The motion passed.

IV. New Business

Chair McMasters introduced New Business Item A – MD 400. She reported on her recent attendance at a Box Lunch Talk hosted by the Historical Society of Carroll County, where a state historian presented a new initiative to celebrate four centuries of Maryland history.

Chair McMasters introduced New Business Item B – Façade Improvement Application for 297-299 East Main Street. Mr. Gray provided background information on the application with a staff recommendation that the

Historic District Commission review the attached façade improvement application, and recommend the funding level for the project. Ms. Anderson summarized the application including the request for painting to preserve the buildings historic appearance. Dave Johansson, representing the applicant, was present for any questions from the Commission.

Vice-Chair Camlin motioned to approve funding at 50% of \$31,700, to the applicant, for eligible improvements. Commissioner Albert seconded. The motion passed.

Chair McMasters introduced New Business Item C – Marketing Campaign Quote Review. Ms. Schlitzer provided samples and quotes from three printing companies for the Commission to review. Due to the significant cost difference between them, staff recommended proceeding with the lowest bidder, FORMost Graphic Communications, at a cost of \$685 plus postage.

Chair McMasters asked staff to provide a mock-up of the design for their review prior to production. The Chair requested the focus be on making sure eligible property owners know that tax credits are available to them and the Commission is available to help them with their application.

Vice-Chair Camlin motioned to approve the quote from FORMost Graphic Communications in the amount of \$685 plus postage. Commissioner Albert seconded. The motion passed.

V. Historic District Commission and Public Comments

Chair McMasters stated her involvement on the advisory board for the state Heritage Area Civil War group, noting that there are capital campaign grants available.

Vice-Chair Camlin asked if the state changed the criteria on what projects are funded.

Mr. Dave Johansson, downtown business owner, requested the City revisit its policy of awnings being funded from the Façade Improvement Program. He mentioned that many businesses have failing awnings that could benefit from available funding through this program.

VI. Adjournment

Vice-Chair Camlin made a motion to adjourn. The Commission adjourned at 4:23 PM.


Kristen L. McMasters, Chair
Westminster Historic District Commission