



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

**Wednesday, June 3, 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 June 3, 2020, at 7:00 PM.

### **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 Aaron Burroughs were present. City staff Sandy Anderson, Mark Depo, Andrea Gerhard, and Andrew Gray were also present.

Chair McMasters recognized Ms. Dawn Demario, present for a Façade Improvement Grant application.

### **Approval of Minutes**

Vice-Chair Camlin motioned to revise the meeting summary of May 6, 2020 to have Chair McMasters's name added in place of his name on the signature line.

Commissioner Ambrose seconded the motion. The motion passed unanimously.

### **New Business**

#### **A. Façade Improvement Application for the business at 143 West Main Street**

Ms. Anderson provided background information on a Façade Improvement Application for the Spa at West Main, located at 143 West Main Street, in the amount of \$4,520. City Staff recommends the Commission review the application and City of Westminster Façade Improvement Program Overview and grant the appropriate funding for the project.

Chair McMasters requested more information as to whether any work had already been completed and

what the application specifically requested be approved.

Ms. Demario stated that she had completed some painting and cleaning not related to the project application. She is seeking approval for the professional painting and repair work.

Chair McMasters inquired if the repair work was for replacement in kind to preserve the original look, feel, and material of the building. Ms. Demario confirmed everything would match to what currently existed.

Vice-Chair Camlin inquired of City staff if the property had already received funds for façade improvements. Ms. Anderson stated that this application was for Community Legacy grant funding, which was separate from any previous funding received.

Commissioner Ambrose asked City staff to confirm approval of the work from the property owner. Ms. Anderson stated that she would have the property owner sign the grant application before sending it to the Maryland Historic Trust for final approval.

Vice-Chair Camlin motioned to approve the application as submitted with the addition of a clause requiring replacement in kind for the materials used. Commissioner Burroughs seconded the motion. The motion passed unanimously.

**B. Draft Historic District Commission Rules of Order and Procedure**

Mr. Gray provided background information and requested that the Commission review and provide any feedback on the Draft Rules of Order and Procedure. Once staff has the Commission's feedback, the Draft Rules of Order and Procedure will be forwarded to the City Attorney for review and comments. When the City Attorney has completed review and provided comments, staff will update the Draft Rules of Order and Procedure and return it to the Commission for final review and approval.

Commissioner Ambrose inquired if the document contained any significant changes from the previous version. Chair McMasters stated that the application processes are better outlined, and past practices are codified with supporting documents. Mr. Depo added that the Rules of Order and Procedure is both for the public and the Commission to use as a guide for future applications.

**Historic District Commission and Public Comments**

Vice-Chair Camlin reported on his attendance at the Maryland Historic Trust Board of Trustees meeting. He requested adding to the Commission's Rules of Order and Procedure the option of a virtual meeting in lieu of face-to-face.

Mr. Depo stated that Ms. Anderson had sent a survey to downtown restaurants asking about interest in outdoor seating availability due to Maryland Governor Hogan's current requirements for restaurants to operate.

**Adjournment**

Chair McMasters made a motion to adjourn. The Commission adjourned at 7:56 PM.