

**HISTORIC PRESERVATION COMMISSION
HEARING MINUTES
JULY 14, 2016**

Commissioners

Scott Winnette, Chairman
Stephen Parnes, Vice Chairman
Dan Lawton (not present)
Michael Simons
Rebecca Cybularz
Carrie Albee
Alan Miner
Matthew Bonin, Alternate

Aldermanic Representative

Donna Kuzemchak (not present)

Staff

Lisa Mroszczyk Murphy, Historic Preservation Planner
Christina Martinkosky, Historic Preservation Planner (not present)
Scott Waxter, Assistant City Attorney
Matt Davis, Manager of Comprehensive Planning
Shannon Pyles, HPC Administrative Assistant

Call to Order

Mr. Winnette called the meeting to order at 6:00 P.M. He stated that the technical qualifications of the Commission and the staff are on file with the City of Frederick and are made a part of each and every case before the Commission. He also noted that the Frederick City Historic Preservation Commission uses the Guidelines adopted by the Mayor and Board of Aldermen and the Secretary of the Interior's Standards for Rehabilitation published by the U. S. Department of the Interior, National Park Service, and these Guidelines are made a part of each and every case. All cases were duly advertised in the Frederick News Post in accordance with Section 301 of the Land Management Code.

I. Public Hearing – Swearing In

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

II. Announcements

Mr. Parnes announced that there is a special Preservation day being held on Thursday July 21, 2016 and registration is still open through Preservation Maryland. He added that a number of the Commissioners would be in attendance and that it would be open to the public as well.

Mr. Winnette announced that in conjunction with the Historical Society a tour is scheduled on Saturday July 16, 2016 that would answer questions about some of the buildings downtown.

Mr. Parnes also announced that the NAC 11 meeting will be held on Tuesday July 19, 2016 at 7:00 PM at Brewers's Alley. He added that the head of Code Enforcement will be there so if there are any questions about how Code Enforcement functions with regard to Historic Preservation issues in encouraged the public to come out for that meeting.

III. Approval of Minutes

1. June 23, 2016 Hearing Minutes

Motion: Scott Winnette moved to approve the June 23, 2016 hearing minutes as written.
Second: Rebecca Cybularz
Vote: 7 - 0

IV. HPC Business

2. Administrative Approval Report
3. Code Enforcement Report
4. Request for Demolition Review – 354 Catoctin Avenue

Motion: Scott Winnette moved to not make an application to designate the structure at 354 Catoctin Avenue.
Second: Matthew Bonin
Vote: 7 - 0

5. Election of Officers

Chairman

Motion: Scott Winnette moved to nominate himself, Scott Winnette, for Chairman of the Historic Preservation Commission.
Second: Carrie Albee
Vote: 7 - 0

Vice Chairman

Motion: Scott Winnette moved to nominate Stephen Parnes for Vice Chairman of the Historic Preservation Commission.
Second: Carrie Albee

Vote: 7 - 0

V. Consent Items

There were no consent items.

VI. Continuances

6. HPC11-734 56 S. Market Street 6601 Suitland Road LLC
The applicant requests a continuance to the January 12, 2017 hearing
Lisa Mroszczyk Murphy

Motion: Scott Winnette moved to continue HPC11-734 located at 56 S. Market Street to the January 12, 2017 hearing.

Second: Rebecca Cybularz

Vote: 7 - 0

VII. Cases to be Heard

7. HPC16-459 19 E. 4th Street Denise Higgins
Construct new window opening & install vinyl window & siding **Mohammad Mubdi, agent**
Lisa Mroszczyk Murphy

Ms. Murphy entered the entire staff report into the record.

Motion: Michael Simons moved to approve the application as revised to include documents stamped "Received July 1, 2016."

Second: Stephen Parnes

Vote: 7 - 0

8. HPC16-463 47 E. 3rd Street Elizabeth Comer
Infill basement level windows & replace sills
Lisa Mroszczyk Murphy

Ms. Murphy entered the entire staff report into the record.

Motion: Rebecca Cybularz moved to approve the application as submitted.

Second: Alan Miner

Vote: 7 - 0

VIII. Citizen Comment

There was no citizen comment.

The meeting was adjourned at approximately 6:20 PM.

Respectfully Submitted,

Shannon Pyles
Administrative Assistant

APPROVED 7/28/2016