

**HISTORIC PRESERVATION COMMISSION  
HEARING MINUTES  
AUGUST 23, 2018**

**Commissioners**

Alan Miner, Chairman  
Stephen Parnes, Vice Chairman  
Peter Regan  
Matthew Bonin  
Jessica Underwood  
Philip Bailey (not present)  
Stacey Streett, Alternate

**Aldermanic Representative**

Donna Kuzemchak

**Staff**

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

**Call to Order:**

Mr. Miner 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.

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**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.”*

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**II. Announcements**

There were no announcements from staff or commissioners.

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**III. Approval of Minutes**

**1. August 9, 2018 Hearing Minutes**

**Motion:** Alan Miner moved to approve the August 9, 2018 hearing minutes as written.  
**Second:** Peter Regan  
**Vote:** 6 – 0

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**IV. HPC Business**

There was no HPC business.

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**V. Consent Items**

There were no consent items.

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**VI. Continuances:**

There were no continuances.

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**VII. Cases to be Heard**

**2. HPC18-452**                                  **163 B&O Avenue**                                  **Michael Gordon & David Bauer**  
Windows, stoop, rehabilitation  
*Christina Martinkosky*

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

**Motion:** Alan Miner moved to approve the application with the following conditions:

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;
- Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;
- The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;
- The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;
- Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and
- The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the

**buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval.**

**Second: Matthew Bonin**  
**Vote: 6 – 0**

**3. HPC18-453 165 B&O Avenue Michael Gordon & David Bauer**  
Windows, stoop, rehabilitation  
*Christina Martinkosky*

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

**Motion: Alan Miner moved to approve the application with the following conditions:**

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;
- Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;
- The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;
- The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;
- Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and
- The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval.

**Second: Peter Regan**  
**Vote: 6 – 0**

**4. HPC18-518 155 B&O Avenue Michael Gordon & David Bauer**  
Windows, stoop, rehabilitation  
*Christina Martinkosky*

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

**Motion: Alan Miner moved to approve the application with the following conditions:**

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;

- Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;
- The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;
- The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;
- Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and
- The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval.

**Second:** Peter Regan

**Vote:** 6 – 0

**5. HPC18-520**

**157 B&O Avenue**

Michael Gordon & David Bauer

Windows, stoop, rehabilitation

*Christina Martinkosky*

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

**Motion:** Alan Miner moved to approve the application with the following conditions:

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;
- Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;
- The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;
- The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;
- Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and
- The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval; and

In regard to the horse trot approval for use of pressure-treated stairs as submitted given that throughout the length of it they are in contact with the grade and it will be painted and railings provided they are attached to the and not to the building and the installation of a gate at the front this horse trot would be acceptable as described with final details to staff for approval.

**Second:** Stacey Street  
**Vote:** 6 – 0

**6. HPC18-522** 159 B&O Avenue Michael Gordon & David Bauer  
 Windows, stoop, rehabilitation  
*Christina Martinkosky*

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

**Motion:** Alan Miner moved to approve the application with the following conditions:

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;
- Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;
- The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;
- The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;
- Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and
- The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval.

**Second:** Matthew Bonin  
**Vote:** 6 – 0

**7. HPC18-524** 161 B&O Avenue Michael Gordon & David Bauer  
 Windows, stoop, rehabilitation  
*Christina Martinkosky*

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

**Motion:** Alan Miner moved to approve the application with the following conditions:

- All new window assemblies shall be installed snugly into the existing window openings without any alterations or infill;
- All new window assemblies on the front elevation (including 6/6 double-hung wood windows, 4-light fixed windows and 3-light transom windows) shall feature true divided lights with product details submitted for staff level review and approval;

- **Window sills and framing shall be repaired or replaced in-kind and painted, even in cases where the original framing has been lost with the installation of vinyl windows which are specifically not approved for re-installation;**
- **The muntins of all new window assemblies match the width of the historic which has been documented at 5/8”;**
- **The rear entrance shall be a 2-panel wood door as submitted with a 9-light half-light which is a simulated divided light and painted with a solid color opaque stain in accordance with the Guidelines;**
- **Final drawings of the metal stoop for the property shall be submitted for staff level approval accepting of the concept design included in the application; and**
- **The front entrance shall be a 4-panel or 6-panel door at the discretion of the owner with the door that is selected being consistent through the rest of the buildings and painted with a solid color opaque stain in accordance with the Guidelines with final details to staff for approval.**

**In regard to the horse trot approval for use of pressure-treated stairs as submitted given that throughout the length of it they are in contact with the grade and it will be painted and railings provided they are attached to the and not to the building and the installation of a gate at the front this horse trot would be acceptable as described with final details to staff for approval.**

**Second: Matthew Bonin**

**Vote: 6 – 0**

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#### **VIII. Citizen Comment**

There was no citizen comment.

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The meeting was adjourned at approximately 6:45 PM.

Respectfully Submitted,

Shannon Pyles  
Administrative Assistant