

Michael Gehr, chair, called the meeting to order at 4:31 p.m. on Thursday, July 28, 2016, in the Conference Room, Fourth Floor, City Hall. A roster of the members of the commission and the technical posts they fill are on file and available upon request. Also present were commission members L. Allen, C. Crumrine, C. Davis, S. Silas, S. Taylor and M. Wertman. S. Bockmiller and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Department.

APPROVAL OF MINUTES – July 14, 2016:

MOTION: (Silas/Crumrine) So moved (for adoption).
DISCUSSION: None.
ACTION: APPROVED (Unanimous)

CONSENT AGENDA

None.

DESIGN REVIEW

821 Potomac Avenue – William Van Gilder – Alterations, Case No. HDC 2016-26.

The applicant was not present.

WORKSHOP

None.

NEW BUSINESS

1138-1040 Hamilton Boulevard – Case No. HDC 2016-12. During construction, the applicant extended the rear porch across to connect both sides—the original drawing showed the middle section of the porch open. Staff polled commission members by email and all members responded that they did not have any concerns about the modification so staff signed off on the changes. The rear of this house is not visible and the changes on the first floor are consistent with the second floor.

OLD BUSINESS

Design Guidelines. Staff has not made much progress on the Design Guidelines update. The plan is to have a draft ready for the commission’s review in September.

Historic District Recognition. Mr. Gehr asked if the City Engineer had an issue with the commission’s suggestion for signage delineating district boundaries. Mr. Bockmiller stated that the Director of Public Works said there is already a perception of sign blight in the city. Another issue would be finding funding for the signs. Each sign costs about \$25 each and between 25 and 30 signs would be needed. Ms. Davis felt the funds could be raised to pay for the signs. Staff stated that if signs are used to delineate an historic district boundary, the signs would need to be placed a specific location and may or may not need a separate pole—signs could be piggybacked if there is an existing pole in the right place. Mr. Bockmiller will work on a summary and include copies of emails from the City Engineer and the Director of Public Works. Ms. Wertman suggested using brown signs hung below the existing street name signs. Mr. Bockmiller will check into this alternative as well. The message could be simply “Historic District” rather than announcing the name for each district. The signs could be phased in by doing one district year. Ms. Wertman asked if funds could be raised under the Main Street program. Mr. Gehr pointed out that permanent signs would be more cost effective than doing annual mailings to property owners in all of the historic districts. Another suggestion was to have the City’s Communications office put together five-minute segments on each district to showcase them periodically.

Fire Station on North Potomac Street. Mr. Bockmiller plans to reach out to the property owners on Friday (July 29).

ANNOUNCEMENTS

- Staff is beginning to put the Certified Local Government Annual Report together. Commission members were requested to forward the secretary a list of whatever educational training they completed for the previous fiscal year (July 1, 2015 through June 30, 2016). Need commission training for CLG report. Ms. Allen reported that she is signed up for a window repair seminar in Thurmont on September 17. This seminar will count toward the report that is due next year.
- Mr. Gehr has prior commitments for both meetings in August.

ADJOURN

It was moved and seconded that the meeting adjourn (4:52 p.m.).

8/17/2016

Approved



Debra C. Calhoun – Secretary