

**MINUTES**  
**Historic Preservation Commission (HPC)**  
**May 27, 2021 6:00 p.m.**

**MEMBERS PRESENT:** Paul Edmeades, Chair  
Jeff Campbell, Vice Chair  
Jennifer Mainster-Hanna

**IN ATTENDANCE:** Laura M. Bianca-Pruett, Planner  
Erin Hughes, Town Commissioner  
Kathi Santora, Recording Secretary

**ABSENT:** Megan Greco  
Steve Lober  
Peg Lucas  
Brian Payne

Mr. Edmeades called the Historic Preservation Commission to order at 6:00 p.m.

**I. Administrative Matters**

**A. Approval of minutes**

There was not a quorum of members who had attended the February 25, 2021 meeting, so it was not possible to approve minutes. Mr. Edmeades did note that he had been elected HPC chair and Ms. Lucas vice chair at the time of that meeting. That should be corrected in the minutes.

P. 4: Second to last sentence should read: "There were no other issues raised."

**II. Old Business**

**A. HA 224 (Van Bibber House) located at 303 S. Main Street March 28, 2019 approval with conditions**

Ms. Bianca-Pruett provided the staff update. Mr. Polun emailed her a copy of the contract for siding replacement and painting on March 2, 2021. She forwarded this to HPC members. He dropped off a sample of the siding on May 3, 2021. On May 6, Mr.

Payne inspected the sample and wrote some notes, which Mr. Edmeades reviewed. Ms. Bianca-Pruett provided details of these reviews to Mr. Polun, along with the approval. The comments concerned exposure and reveal.

Mr. Polun sent an email on May 24, 2021 stating that he forwarded the HPC comments to the contractor. Materials have been ordered. The repairs will begin next month. He stated that COVID has caused delays in shipment of materials, but he expects to meet the completion deadline.

### **B. Review of 2021 Revised Powers and duties (revised draft)**

Mr. Edmeades asked for comments on this draft document.

In answer to a prior question from Mr. Edmeades about Appendix A, P. 4, F2, Ms. Bianca-Pruett stated that she and Mr. Small confirmed that an HPC quorum is defined as three members, not a majority.

Mr. Edmeades asked for clarification about the deadline for making a decision on an application within 45 days. For example, if someone files an application immediately after an HPC meeting, but there is no meeting the following month, there is no procedure to provide an answer to the applicant in a timely way.

Ms. Bianca-Pruett agreed and stated that a special meeting would be needed.

Mr. Edmeades said that requirement could be changed to 60 days.

Since so many HPC members were not in attendance in this meeting, Mr. Edmeades suggested taking a vote on the revised powers and duties at the next meeting. He suggested changing the time for approval to 60 days or to address the issue in some other way. Ms. Bianca-Pruett will check with Mr. Small and/or Town Code to make sure any changes are consistent with Code.

Ms. Hughes noted that the Town and HPC have a responsibility to provide timely decisions to applicants.

### **C. Designated Historic Site Inventory Updates – Broadway**

Ms. Bianca-Pruett stated that she met with Ms. Lucas on May 5, 2021 and they took photos of the interior and exterior of 38 and 44 E. Broadway, the two properties set for demolition. These are inventoried, but not designated, properties.

Ms. Bianca-Pruett has put the form revision on hold since she has learned that Harford County's historic preservation planner is revising its forms; she doesn't want to duplicate efforts. HPC can use the County form.

#### **D. RFP #21003 Historic Architectural Services**

Ms. Bianca-Pruett stated that the Marstel-Day representative (the selected contractor) has started Phase 1 of creating the new historic site inventories. Ms. Bianca-Pruett met with her and they reviewed Town Hall and 22 Eastern Avenue. There is a tentative meeting scheduled with the owner of 205 Fulford Avenue.

The Town won the Community Legacy Grant in the amount of \$7,000 to cover property inventory costs. The possible properties are 104 Eastern Avenue, 108 Eastern Avenue and 117 Churchville Road. The owner of the latter just moved and was not interested in the inventory.

There were three other properties previously considered. Letters have gone to the owners. Two possible properties are at 327 and 324 Maitland Street and 318 Webster Street.

No action required tonight. Ms. Bianca-Pruett will follow up with property owners and bring any interested properties to the HPC's attention at the next meeting.

Mr. Edmeades asked her for a brief written summary to be sent to the HPC of this information and recommendations of actions needed.

The charge for each property is between \$1800 and \$2300.

### **III. New Business**

#### **A. HA-1516 (Bristow House) located at 615 N. Hickory Avenue**

a. **Request approval for roof repairs and tax credit**

Ms. Bianca-Pruett provided the overview. The house was designated in July, 1999. It is zoned R-2.

The applicant is proposing to replace a section of slate roof located over the kitchen with Spanish Black 8 X 16 slates. This entails removing existing slate and flashings, installing ice and water shield underlayment per building codes in required areas. This will maintain the historic integrity of the building by using in-kind materials.

The applicant is also asking for the eligible tax credit.

The owner, Mr. David Carey, noted that there are many roof sections on the house. The kitchen roof gets a lot of weather exposure and it needs repair.

Mr. Edmeades noted that aluminum and copper cause galvanic action and these should not be placed together. It appears that these areas are separate on the house.

Mr. Campbell moved that the request submitted by David Carey and Rachel Rice to replace a section of the slate roof at 615 N. Hickory Avenue be approved.

This approval is based on the following findings of fact: 1) that the new section of slate roof will maintain the overall appearance of the property 2) The new section of roof is compatible with the exterior design, scale, proportion, arrangement and materials of the existing structure and is compatible with the Town of Bel Air's design guidelines for rehabilitation, maintenance and new construction.

Ms. Hanna seconded the motion. All in favor. Motion carried.

Mr. Campbell moved that the tax credit be approved. Ms. Hanna seconded the motion. All in favor. Motion carried.

**B. 2021 Comprehensive Plan Update**

Ms. Bianca-Pruett noted that the Department of Planning is updating the 2021 comprehensive plan.

She added that the HPC has addressed most of the potential property inventories called for in the plan. She suggested that the HPC consider other properties for the next comprehensive plan. There are also properties targeted for designation, but these have not been addressed.

The Planning Department plans two public meetings about the comprehensive plan on June 23 and in Fall 2021.

Mr. Edmeades stated that discussion about further HPC plans can take place at the June meeting. He asked that Ms. Bianca-Pruett provide a summary to the HPC of the issues for discussion.

Mayor Amy Chmielewski, who was in the audience, advised the HPC that there is money in the budget for committees such as the HPC to attend training sessions. She stated these are often virtual. These are entirely voluntary and she will provide suggestions of courses that may be interesting and beneficial.

Mr. Campbell moved to adjourn. Ms. Hanna seconded the motion. All in favor. The meeting ended at 6:34 p.m.