



## MINUTES

# Historic Preservation Commission

**January 10, 2023 7:00 pm**

Virtual Meeting

The Historic Preservation Commission (HPC) of the City of Annapolis held its regularly scheduled public hearing on January 10, 2023 as a virtual public meeting. **Chair** Leahy called the meeting to order at 7:00 pm.

**Commissioners Present:** **Chair** Tim Leahy, Kevin Smith, Bobbi Collins, Dr. Wil Scott, Leslie Xavier, William Williams

**Commissioners Absent:** Kim Finch

**Staff Present:** John Tower, Chief of Historic Preservation, Jacquelyn Rouse, Senior Planner, Office of Planning and Zoning

### CALL TO ORDER

**Chair** Leahy introduced the commissioners and staff. He stated the Commission's purpose pursuant to the authority of the land use articles.

#### A. ANNOUNCEMENTS

Mr. Tower reports that the Historic Preservation Department processed 230 applications and over 30 revisions in 2022, for a total value of approximately \$4 million. The 2022 Annual Report is being drafted and will be finalized soon.

Effective today, the City has launched its conversion to Energov to automate the permitting process.

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**B. APPROVAL OF MINUTES**

Minutes of December 13, 2022

Ms. Collins moved to approve the minutes of December 13, 2022 as amended. Mr. Scott seconded the motion. The motion passed 6-0.

**C. NEW VIOLATIONS AND STATUS OF OLD VIOLATIONS**

Mr. Tower reported that most violations do not involve the removal or destruction of historic material, but more in the realm of restaurant furniture, building lighting, etc. The staff approach will be to issue Notices of Violation. Numerous complaints about lighting have come in from residents in the downtown area.

The Heritage Commission is organizing a celebration of LaFayette's return to Annapolis in 1824. Anyone having the opportunity to read accounts of his visit to Annapolis is encouraged to do so in anticipation of this observance.

**D. CONSENT DOCKET**

**1. 4 King Charles Place – D.A. Booth, Architect – construct new rooftop shed dormer & balcony on rear of building. (HPC2022-268)**

The Applicant acknowledged agreement with the conditions listed in the Staff Report.

Ms. Collins moved to approve the application subject to the conditions set forth in the Staff Report. Mr. Scott seconded the motion. The motion passed 6-0.

**Chair** Leahy admitted the following exhibits into the record.

<b>EXHIBIT NUMBER</b>	<b>EXHIBIT</b>
<b>A.1</b>	Public Hearing Application
<b>C.1</b>	Staff Report dated 1/8/23

**E. ADMINISTRATIVE BUSINESS**

**1. Election of Officers**

Mr. Scott moved to nominate Tim Leahy to position of Chair for the 2023 term of the HPC. Ms. Collins seconded the motion. The motion passed 5-0.

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**Chair** Leahy moved to nominate Bobbi Collins to the position of Vice Chair for the 2023 term of the HPC. Ms. Xavier seconded the motion. The motion passed 5-0.

2. Update on Guidelines

**Chair** Leahy reached out to the National Association of Preservation Council and received three responses for consultation services. He continues his efforts to get additional candidates. The next step will be the preparation of a Request for Proposal, and research ways to apply for grants. He shared with the Commission some points that should be emphasized to the consultant in terms of scope and objectives for the HPC guidelines, specifically:

- Focus on the guidelines
- Make explicit ties to the Secretary of the Interior guidelines (utilities, antennae, window materials, solar panels, etc).
- Sign guidelines
- Address and clarify overlapping codes
- Include a definitions section

**F. ADJOURNMENT**

With there being no further business before the Commission, Ms. Collins moved to adjourn. Mr. Scott seconded the motion. The motion passed 6-0 and the meeting adjourned at 7:46 pm.

The next meeting of the Historic Preservation Commission is scheduled for January 26, 2023 at 7:00 pm as a virtual meeting.

Kimberly Consoli, Recorder

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