

TOWN OF SYKESVILLE  
**SYKESVILLE HISTORIC DISTRICT COMMISSION**  
MINUTES OF STATED MEETING  
March 25, 2003

**COMMISSIONERS**

**PRESENT:**

Phil Singleton, Chair  
Paul Esposito  
Russ Vreeland, Town Council Liaison  
Dave Ashman  
Pat Greenwald

**ASSOCIATES:**

Matthew Candland, Town Manager  
Susan Catling, Town Ombudsman, Sykesville  
Kari Greenwalt, Curator, Sykesville Gate House Museum

**ABSENT:**

Maureen McCall, Vice Chair

**GUESTS:**

Sal Tomasello  
Bruce Fernalld  
Dan Wells  
J. Scott Beck

The regular meeting called to order by Chair Singleton at 7:05 p.m. in the Conference Room at the Sykesville Town House. The Pledge of Allegiance recited.

**REVIEW OF APPLICATIONS**

**03-06** 7614 Mellor Ave (E) **In-Law suite as an addition to existing house.**

Mr. Fernalld presented his plan. Referred to plot plan and drawings he submitted. Reviewed materials and location of nearby properties with reference to the Guidelines. Mr. Singleton made a **Motion** to approve application #03-05 as submitted. No further discussion. **Motion** carried unanimously.

**03-07** 7606 Main Street (C) **Sign.**

Mr. Tomasello represented the property owner, Mr. Reuwer. Mr. Tomasello owns the spa; he presented his plan for the sign including how it will be illuminated. Reviewed materials with reference to the Guidelines. Mr. Singleton made a **Motion** to approve application #03-06 as submitted. No further discussion. **Motion** carried unanimously.

**03-09** 7565 Main Street (C) **Awning/sign.**

Mr. Beck presented his plan to replace the damaged awning. Discussion of materials, lettering, and lighting with reference to drawings he submitted. Reference to Guidelines and further discussion of backlighting (not recommended). Presently there is no lighting in this area. After discussion of different factors, Mr. Singleton made a **Motion** to approve application #03-09 with the stipulation that the lighting be incandescent, downward focused on the doorway, with no diffuser, and that the

lettering be opaque, between 6"-10" in height. No further discussion. **Motion** carried unanimously.

**03-08** 7543 Main Street (B) **Replace steel grate/add small air vent to exterior wall.**

Mr. Greenberg presented his plan to replace the steel grate on the sidewalk behind the old Firehouse with a concrete slab and to add a small air vent duct on the wall because of on-going water damage. Brief discussion. Mr. Singleton made a **Motion** to approve application #03-08 as submitted. No further discussion. **Motion** carried unanimously.

**03-10** 600 Oklahoma Ave (no ranking available) **New home construction.**

Mr. Wells met with Mr. Singleton prior to this meeting to discuss his plans to build a house on this property and to visit the site. Mr. Singleton advised Mr. Wells of the requirements of the SHDC. Mr. Wells received a copy of the Guidelines. Mr. Wells presented his plan and produced design plans of the proposed house and photos of nearby properties/houses. SHDC will be concerned with the exterior of the house. Discussion of location of house on the lot and possible driveway and garage. Mr. Wells needs to provide a site plan showing the house located on the lot (set backs), and in relation to those on either side. Application tabled to next meeting. Mr. Candland recommended committee members view the site before the next meeting.

## **SHDC MINUTES**

Minutes of February 25, 2003, accepted as part of the public record, as submitted.

## **FINANCIAL REPORTS**

### **TOWN BUDGET ACCOUNTS**

Financial reports (February 2003) accepted as part of the public record, as submitted.

## **NEW BUSINESS**

1. Conference Registration: Mr. Singleton, Ms. Buckley and Ms. Greenwald are registered for the Easton Conference. Mr. Esposito and Ms. McCall were unable to attend the Baltimore Conference.

2. Continuing Education Plan: Ms. Greenwald presented some ideas for continuing ed projects for commission members and for area residents, including but not limited to workshops, conferences websites, and various seasonal activities. Mr. Candland talked about "Preservation Briefs" and in-house training. Discussion. Ms. Greenwald asked for more input from commission members.

3. Certified Local Government: Mr. Candland presented his initial research. This is a federal program implemented by states. Criteria for membership as a CLG are not too difficult for us to meet. Handouts distributed. Discussion of resumes. Waiting for

more information from MHT. Mr. Candland getting an application so we can start the process.

4. Pictorial Survey of Historic District: Per Mr. Candland, this will be next fiscal year. Discussion of cost and appropriate time to conduct the survey. CLG could become funding source for pictorial survey and continuing ed projects. Depending on timeframe, Mr. Singleton proposed that if necessary SHDC funds be considered.

5. Research Library for the Gate House Museum: Ms. Catling presented her list of appropriate titles. Discussion of which fund money should come from to purchase books. Suggestion to buy new books. Mr. Singleton made a **Motion** to approve purchase of books/magazine subscriptions from SHDC funds. Mr. Ashman donating a set of books. **Motion** carried unanimously. Town newsletter and website will be used to let residents know about the "library".

6. Historic District Signs on Oklahoma Avenue: Mr. Candland reviewed area and suggested a sign stating "leaving Historic District" for this area. Discussion. Mr. Candland will get sign.

7. Carroll County Records Office: Mr. Candland still working on the possibility of noting historic district properties at the County level.

8. Relocation Package: Mr. Candland distributed sample of his "real estate letter" to address problem of realtors not telling prospective buyers that property is in a historic district. Ms. Catling explained previous outreach to realtors. Noted that HD newsletter will not continue due to budget cuts. No "Welcome Wagon" or relocation package being considered at this time due to budget and difficulty getting info on people moving into the Town. Plan of Action: Mr. Candland will pursue the County records office (#7) and, a letter and map will go out to realtors (list coming from Ms. Catling).

9. Budget Committee: Mr. Esposito volunteered to be on this committee.

### **Gate House Report:**

Ms. Greenwalt explains visit to Rotary Club and their interest in participating in Museum events. Presented her monthly report for the record. Reminder: Thelma Wimmer Day, April 6<sup>th</sup>.

Ms. Buckley distributed resume received to fill vacancy on the commission. Suggestion to review resume and invite Mr. Brubaker to the next meeting, at which point a recommendation could be made to the Mayor and Town Council.

**Adjourn Session:** There being no further business, Mr. Singleton made a **Motion** to adjourn.

The **Motion** carried unanimously. Meeting adjourned at 8:40 p.m.

Mary E. Buckley, Recording Secretary