

TOWN OF SYKESVILLE  
**SYKESVILLE HISTORIC DISTRICT COMMISSION**  
MINUTES OF STATED MEETING  
April 22, 2003

**COMMISSIONERS**

**PRESENT:**

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

**ASSOCIATES:**

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

**ABSENT:**

**GUESTS:**

Peggy Soper, Director of Tourism, Sykesville  
Phil Brubaker  
Dan Wells

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.

Welcome Mr. Brubaker, applicant for vacancy on the Commission.

**REVIEW OF APPLICATIONS**

**03-10** lot at 600 Oklahoma Avenue **New house construction.**

Continuation of Mr. Wells' application. Review drawings and house plans. Discussion of stucco finish and removing the "Tudor" styling. Discussion of location of house on lot, slope of lot, setbacks, future garage and relation of all to the School House. Mr. Singleton made a **Motion** to approve application #03-10 as submitted with stipulations for modified design and stucco finish. No further discussion. **Motion** carried unanimously. Need a building permit from the county.

**03-11** 731 Oklahoma Avenue (E) **Flagpole.**

Mr. Candland presented the case for the flagpole at the Post Office/Visitor Center. No questions or comments. Mr. Esposito made a **Motion** to approve application #03-11 as submitted. No further discussion. **Motion** carried unanimously.

**03-12** 7550 Main Street (C) **Remove siding.**

Mr. Candland presented Mr. Mullins' case for removing deteriorating metal siding to expose original wood siding, perform any needed repairs and paint wooden siding. Discussion and questions, reference to Guidelines. Mr. Singleton made a **Motion** to approve application #03-12 with the stipulation that any repairs to the wood siding be wooden German siding which matches the visible second floor siding in profile and size and that painting be completed in a timely manner. No further discussion. **Motion** carried unanimously.

**03-14 7615 Main Street (E) Historic Sign Marker.**

Mr. Candland and Ms. Soper presented the case for installing an historic marker, facing Main Street, in the flowerbed on this property. This is a tourist information sign about Sykesville's role in the Civil War. Review of text and pictures of existing signs in this series. Mr. Singleton made a **Motion** to accept application #03-14 as submitted. No further discussion. **Motion** carried unanimously. Will need a building permit from Town of Sykesville.

**03-13 7321 Springfield (C) Installation of snow guards/replace asphalt shingles.**

**\*Note: Ms. McCall took chair since Mr. Singleton submitted application.**

Mr. Singleton presented his case for proposed work on his metal porch roof (placement of aluminum snow guards on standing seams) and replacing asphalt shingles on the rear addition roof. Reference to Guidelines and brief discussion. Ms. McCall made a **Motion** to approve application #03-13 as submitted. No further discussion. **Motion** carried unanimously.

**SHDC MINUTES**

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

**FINANCIAL REPORTS**  
**TOWN BUDGET ACCOUNTS**

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

**COMMITTEE REPORT:**  
**Gate House:**

Kari Greenwalt reported on Jim Purman's recovery, fumigation and minor repairs at the Gate House, success of Thelma Wimmer Day, up-coming fundraisers (Tea at the Town House and Strawberry Festival), and partial acquisition of the Shipley archives. Ms. Soper and Ms. Greenwalt request advertising money for fundraisers. Mr. Singleton made a **Motion** to approve \$250 for advertising. No further discussion. **Motion** carried unanimously.

Phil Brubaker introduces himself to the Commission.

**Mr. Singleton made a Motion to go to Closed Session at 7:50pm.**

**Motion carried unanimously.** Those in attendance were: Commission members Singleton, McCall, Vreeland, Ashman, Esposito, Greenwald, Matthew Candland, and Mary Buckley.

Item discussed: personnel.

**Motion to Re-open meeting at 7:55pm. Motion carried unanimously.**

Discussion and exchange of viewpoints with Mr. Brubaker followed.

**BUSINESS**

1. Progress report on Continuing Ed Plan: Pat Greenwald submitted her plan and will track progress of this business item. *Preservation Briefs* could be featured at each meeting but need to determine who will do this...Susan Catling? Tentative dates provided for 4 workshops/seminars

beginning in October (first Saturdays). Possible coordination with Ms. Soper and Friends of Historic Sykesville for some of these activities. Ms. Greenwald will direct activities for first year and then another member will take over. Copy of Plan to each member. Mr. Singleton made a **Motion** to accept Continuing Ed Plan as a formal plan for the SHDC. **Motion** carried unanimously.

**\*Every other month this item will be on the agenda for an update.**

2. Certified Local Government: Mr. Candland reports that every member needs to complete a *Background Information Sheet* to comply with CLG requirements. Application will be submitted when these are returned (**by next meeting, May 27<sup>th</sup>, 2003**).

3. Pictorial Survey for historic district could be funded with grant money from CLG...project to start in the fall.

4. Research Library for the Gate House Museum: Ms. Buckley needs to order books/magazine. Include Field Guide to American Architecture. Items will be available as resource materials at the Gate House.

5. Historic District Signs on Oklahoma Avenue: Mr. Candland: signs are ordered and he will follow-up.

**\*Historic District Map will need to be updated to show future changes on Oklahoma Avenue.**

6. Carroll County Records Office: Mr. Candland still working on this.

7. Realtor Mailing: Ms. Catling provided set of labels for letter submitted by Mr. Candland and approved at last meeting. Ms. Buckley will do mailing.

8. Budget Requests 2003-2004: 3 line items for SHDC

- town funded account \$1000 operating expenses for the fiscal year
- ombudsman
- grant program (\$4000)

Gate House Museum is separate. Town education fund can support classes/conferences members may want to take. Mr. Candland suggested budget stay the same as last year— Commission members agreed.

9. May meeting conflict: since Mayor and Town Council need to use the conference room on May 27<sup>th</sup> for their meeting, SHDC will meet at the Post Office/Visitor Center meeting room on the second floor, at 7pm. A notice will appear in the Carroll County Times to that effect. Signs will be posted at the Town House.

New Business: Mr. Esposito asks if we can extend permit time to 18 months – Mr. Candland made the point that as long as the applicant is working on the property the permit does not expire, and, many of these projects involve building permits that are time sensitive. Mr. Esposito asks if buildings in the historic district can be re-evaluated - Mr. Candland made the point that property owners can petition for change in rating. Discussion followed about properties along Oklahoma.

**Mr. Singleton made a Motion to go to Closed Session at 8:45pm.**

**Motion carried unanimously.** Those in attendance were: Commission members Singleton, McCall, Vreeland, Ashman, Esposito, Greenwald, Matthew Candland, and Mary Buckley.

Item discussed: personnel.

**Motion to Re-open meeting at 8:55pm. Motion carried unanimously.**

SHDC recommended that Mr. Brubaker's application to fill the vacancy on the Commission be forwarded 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 8:55 pm.

Mary E. Buckley, Recording Secretary