

# Ellicott City Historic Structures Review Committee

MINUTES

09-17-2018

## ❖ Introductions – 8:30 am

- ♦ The Committee members introduced themselves, and then staff introduced themselves.

- Committee members present:

- Shawn Gladden
- Fred Dorsey
- Ed Lilley
- Debbie Slack Katz

- Staff members present:

- Ken Short
- Philip Nichols
- Caryn Lasser
- Samantha Holmes

## ❖ Review Executive Order 2018-16

- ♦ Mission

- The Committee discussed their primary mission as defined in Executive Order 2018-06.

- ♦ Final Report

- The Committee discussed how the recommendations made throughout their work would be collected and that collection would serve as their final report, though there is not a specific requirement for a final report in the Executive Order.
- The Committee discussed how the Committee could be extended if they saw that their work may take longer than expected, and that the primary means to doing so would require an additional Executive Order if needed.

## ❖ Discuss On-going Efforts

### ♦ County Council Process

- The Committee discussed the legislation before the County Council that would have a Public Hearing on 9/17 and a vote on 10/1.
  - The Committee discussed which of the funding bills required a majority vote and which required four votes of the County Council.
- Unrelated to the County Council process, the Committee discussed the possibility of property owners removing items from the buildings, and how it was critical to work with them through this process.
- The Committee then discussed how an initial inventory should take place so that more informed discussions can be had with the property owners.
- The Committee discussed if site visits could be made, and the Committee agreed that they should visit each property together.

### ♦ Master Plan Process

- The Committee then discussed the on-going Master Plan process, which have the following meetings:
  - Oct 11- Master Plan Advisory Team Meeting
  - Oct 25- Master Plan Public Forum Meeting

### ♦ Historic Preservation Commission Process

- Staff then explained that a presentation was made to the Historic Preservation Commission for advisory comments, and that this was not required, but it is part of an effort to continue to engage all stake holders.
- The Committee asked if additional information would be provided to the Historic Preservation Commission, and Staff responded that they would be providing additional information to the Historic Preservation Commission.
- Staff explained that there is also another on-going process to submit a joint permit application before the Maryland Department of the Environment and the U.S. Army Corps of Engineers
  - This process would trigger the involvement of the Maryland Historic Trust in a process called Section 106, which would again be another public process

- The Committee requested that any artifacts recovered during the archeological portion of this process should remain in Howard County and Staff agreed.

#### ❖ Discuss Next Steps

##### ♦ Approach to Cataloguing Elements

- A Committee Member presented to the Committee an example sheet that could be used to record key historical features (see attached).
- The Committee discussed where the informational documents should be kept, and DPZ Staff offered that they could keep all of the documents. Mr. Gladden offered that duplicates could be kept at the Historical Society for purposes of redundancy.
- The Committee requested that Staff ask property owners for pictures/documents related to the buildings/businesses that could be kept for historical purposes.
- The Committee then discussed that when it was time to catalog the elements, recordation tags should be used, and a similar numbering system to the Historical Society could be used. A number/letter would be used for the building and then a number for the item.
- For larger pieces, white-out could be used and then a number put on that, but that could be better defined as the Committee moves through the process.
- The Committee agreed that the overall process be to:
  - First, go through each building and do a general inventory
  - Second, conduct a thorough review of each structure
  - Third, during deconstruction/relocation, provide the methods by which the items will be catalogued
- The Committee requested that blueprints of the buildings be provided.
- The Committee identified that the plaques of the buildings should be absolutely kept.
- The Committee acknowledged that some of the buildings may have basements that we are not aware of, so the Committee and Staff should be cognizant of this as we continue through the process.
- The Committee requested that Ken Short provide recommendations before the Committee prior to any deconstruction.

♦ **Field Meetings**

- Staff explained that they would need to work with the property owners to gain access to the buildings. The Committee requested that Staff work with the Office of Law in determining any best practices that should be put in place prior to the Committee entering these properties.
- The Committee requested that Staff should be cognizant when hiring a contractor to conduct the deconstruction work, that it should be a contractor that will be sensitive to the type of work they will be conducting.
- The Committee discussed that the property owner who owns Tea on the Tiber is looking to relocate that building and Staff will work to assist them to the best of their ability.
- The Committee requested that a list be provided of the age of the buildings looking to be removed so that they may review it.

♦ **Questions**

- **Next meeting-**
  - The Committee requested that at the next meeting, it may be beneficial to see if the property owner of Tea on the Tiber would be available to discuss their intentions with that building.
    - The Committee then discussed what permits/processes might need to be undertaken in order to relocate the building.
  - The Committee also requested that an outline of the field meetings be provided for discussion at their next meeting.
  - The Committee also requested to see what agreements, if any, that the Office of Law might suggest for the Committee to have prior to entry into the buildings.

❖ **Adjourn- 9:30 am**

**ELLCOTT CITY HISTORIC STRUCTURES REVIEW**

**Identification Number: EC-** \_\_\_\_\_

**Date** \_\_\_\_\_

**Building Name:** \_\_\_\_\_

**HIS # HO** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Owner:** \_\_\_\_\_

**Merchant** \_\_\_\_\_

**Feature found:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location found:** \_\_\_\_\_

\_\_\_\_\_

**Condition:**      **In Tact** \_\_\_\_      **Broken** \_\_\_\_

**Photographed:**      **In Place** \_\_\_\_      **Found Area** \_\_\_\_

**Found by** \_\_\_\_\_

**Confirmed by** \_\_\_\_\_

**Review Team**

**DPZ**