



UPCOMING MEETING DATES

*All Meetings will be held at the WHCP Meeting Room
516 Race Street, Cambridge, MD 21613*

2019

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Thursday, May 9, 7:00 pm
Thursday, July 11, 7:00 pm
Thursday, September 12, 7:00 pm
Saturday, November 9, 7:00 pm

BOARD OF DIRECTORS MEETING
March 14, 2019

MINUTES

Board Members Present: Chuck McFadden (President), Judd Vickers (Vice President), Mary Ellen Jesien (Treasurer), Tom Puglisi (Secretary), Michelle Barnes (Membership Director), Greg Boss, Roman Jesien, and Dave Thatcher, constituting a Quorum of the Board (8 of 9 members being present)

Board Members Absent: Sharon Smith

- 1. Call to Order.** CAN President Chuck McFadden called the meeting to order at 7:00 pm. Approximately 25 individuals were present when the meeting began.
- 2. Approval of Minutes.** Judd Vickers made, and Tom Puglisi seconded, a motion to approve the minutes of the January 12 Annual Business meeting. The motion was approved 8-0.
- 3. Treasurer's Report.** CAN Treasurer Mary Ellen Jesien reported that CAN's treasury currently holds \$1565.89. Expenses over the past year have included the following: summer picnic (food cart = \$100, insurance = \$134); advertising, signs, and t-shirts (\$279.80); event tent/canopy (\$114); brochures (\$309.25, \$53.27), PO Box (2 years = \$96, \$90); dump fees (2 trips = \$79.98, \$55.80); stamps (\$29.40); a power washer (\$126.11, available for use by any CAN member); 501(c)3 charges (\$400); PayPal charges (\$39.40); and bank fees (\$28). Thirty-five members have paid dues for 2019. CAN needs members to make their dues payments to support CAN's activities for this year. CAN T-shirts are available from Michelle Barnes for \$15. Members are encouraged to wear the T-shirts when participating in CAN activities.

4. **CAN JAM 2019 and Other Activities.** Chuck McFadden and Kay Klepfer announced that CAN JAM is scheduled for August 24, 2019. The next CAN JAM Committee meeting will take place on April 11 at 3:00 pm at Chuck's house. In addition, volunteers are needed for cleanup projects, landscaping at the Wallace Office Building, neighbor assistance projects, and neighborhood social activities.

5. **Empowerment Center.** Chuck McFadden announced that Mary Losty was not able to attend the meeting tonight as planned but will attend a future meeting to speak about the Empowerment Center and its projects.

6. **Historic Preservation Commission (HPC).** Chuck McFadden introduced George Vojtech (the current HPC Chair) and Herve Hamon (the City's Historic Preservation Specialist and City Planner) who described the HPC's new Design Guidelines. They explained that the new Guidelines are intended to simplify and clarify requirements for buildings in the Historic District, to streamline the application and review process, and to specify acceptable alternative building materials. The HPC Design Guidelines are available on the City's website at <http://md-cambridge.civicplus.com/206/Historic-Preservation-Commission>. Specific items are available as follows:
 - **Illustrated HPC Design Guidelines:**
<https://www.choosecambridge.com/DocumentCenter/View/1648/A1-2018-Cambridge-Historic-District-Design-Guidelines-Part-1>
 - **Administrative Review Chart:**
<https://www.choosecambridge.com/DocumentCenter/View/1544/HPC-Administrative-Review-Chart-03-30-2018?bidId=>
 - **Substitute Materials List** - Available for download at
 - <http://md-cambridge.civicplus.com/206/Historic-Preservation-Commission>
 - **Appendix A - Summary of HPC Guidelines:**
<https://www.choosecambridge.com/DocumentCenter/View/1649/A2-2018-Cambridge-Historic-District-Design-Guidelines-Part-2-Appendices>
 - **Appendix B - Architectural Styles in the Historic District:** Available for download at <http://md-cambridge.civicplus.com/206/Historic-Preservation-Commission>
 - **Appendix C - Economic & Geographic Development of Cambridge:** Download at <http://md-cambridge.civicplus.com/206/Historic-Preservation-Commission>

Herve announced that new application forms, guidance materials, and charts will be placed on the HPC website very soon. The new application forms will be easier to understand and fillable on-line. The goal is to ensure that applicants know what the guidelines are, have had an opportunity to discuss their projects with Herve and/or HPC Chairperson George Vojtech, and can expect what the discussion during the HPC meeting will entail. Herve passed out

draft versions of these materials for attendees to review and asked attendees to send their comments to him via email at hhamon@chooscambridge.com.

Herve and George explained that there are several tiers of reviews and approvals, including:

- Informal reviews
- Administrative reviews for repairs or in-kind replacement (resulting in an Administrative Review Certificate)
- Emergency Application review (resulting in an Emergency Approval Certificate)
- Formal HPC Board reviews (resulting in a Certificate of Appropriateness)

In response to questions from attendees, Herve and George clarified the following issues:

- Building Permits for projects in the Historic District cannot be obtained until HPC approval has been obtained.
- HPC staff (i.e., Herve) can quickly approved temporary patches/repairs in emergency situations, and can provide retrospective approval for emergency repairs needed over weekends or holidays.
- Painting, building colors, and routine maintenance are not typically subject to HPC review.
- In general, repairs that affect less than 25% of any single item being repaired and that do not have an impact on the relevant facade or relevant streetscape are considered maintenance activities that do not require HPC review. If there is any doubt about the need for review, it is always best to contact Herve or George for clarification. The Administrative review chart referenced above may also be helpful.
- Sidewalks are the responsibility of the adjacent property owner. City Code Enforcement Inspectors issue sidewalk-related citations (not the HPC).
- Chimneys are a major, character-defining element of historic buildings and of the streetscape of the Historic District. Consequently, working on chimneys typically requires HPC review. Poorly executed chimney repairs often result in damage to the chimney and/or interior of the building. For example, modern "off-the shelf" mortar that is high in the content of Portland cement will destroy an historic chimney in about 5 years.
- The Maryland Home Improvement Commission can provide recourse when licensed contractors perform substandard work.
- The HPC has developed and continues to refine a list of acceptable substitute materials that may be used in lieu of historic materials (see HPC Guideline list referenced above). For examples, original asbestos siding with no underlying clapboard can be replaced with fiber concrete siding that closely matches the original in appearance. Deteriorating wooden clapboard can be replaced with matching "hardie board" siding or covered with vinyl siding that matches the look of the underlying clapboard.

- Outbuildings that are contemporary to the house should be preserved in the same style as the house, where it is reasonable to do so. The HPC is less concerned about maintaining non-contemporary outbuildings, but all outbuildings should be compatible with the overall character and streetscape of the neighborhood.
- The HPC is concerned about maintaining streetscapes within the Historic District. Although the HPC does not enforce specific landscaping guidelines, the wholesale "denuding" of a property in the Historic District is not permitted. The HPC recommends preserving major trees wherever possible. HPC staff should be consulted about the possible removal of large trees that contribute significantly to the streetscape. However, HPC certainly understands that large trees cannot always be preserved, especially if diseased or dangerous to the surroundings.
- The HPC is aware of the financial constraints faced by homeowners and makes every effort to assist homeowners in developing financially viable approaches to their proposed projects or needed repairs. George and Herve provided examples of cases where mutually agreeable approaches were negotiated with property owners.
- Herve and the City are working on code enforcement of "demolition by neglect" ordinances. George noted that 321 West End is being stabilized and fixed.
- Herve emphasized that it is critically important to provide all required documents with HPC applications.
- The Facade Improvement Program (FIP) is a separate process and provides up to \$7500 on a \$15000 project. Applicants must go through HPC review before applying for the FIP. The FIP is a long process and takes many months to complete. Herve is developing documentation for submission of facade details.
- The HPC "Consent Agenda" lists proposed projects that are not anticipated to require full Commission discussion. However, during the meeting, any Commission member can request a clarification or a full discussion of the project.

7. Member sign-up and dues payment. Chuck encouraged attendees to join CAN if they have not done so and asked those who are continuing CAN members to send their dues payments as soon as possible to Treasurer Mary Ellen Jesien at the Cambridge Association of Neighborhoods, PO BOX 145, Cambridge, MD 21613, or make dues payments via PayPal on the CAN website at <https://cambridgecan.org/join-can/>.

8. Adjournment. Roman Jesien made a motion (seconded by Tom Puglisi) to adjourn the meeting, and the meeting was adjourned at 8:25 pm.