

St. Mary's County, Maryland
HISTORIC PRESERVATION COMMISSION

Minutes of the meeting held on January 22, 2009 at the
Department of Land Use and Growth Management

Present: Hal Willard, Chairman
Susan Erichsen, Member
Rob Gibbs, Member
Victor Govier, Member Ruth Mitchell, Member, Excused
Mary Haden, Member
Jeff Jackman, Staff

Call to Order: The meeting was called to order at 4:00 p.m. H. Willard conducted the roll call and established that a quorum was present. Commission requirements read for the record.

Agenda amended: to add under new business the election of officers

Approval of Minutes: The minutes of the October, November, and December 2008 meetings were presented and reviewed.

Motion: To accept the minutes of October, November, and December 2008 meetings as amended. Made by M. Hayden, second by R. Gibbs. Motion carried.

Old Business

Cemetery Project

R. Gibbs reported that the St. Mary's County Genealogical Society's newsletter, "The Generator," has listed a brief explanation of the cemetery project and lists R. Gibbs as the contact for any information. R. Gibbs also reported to staff that there is a possible cemetery site at the Oak Crest PUD site in Hollywood.

Action Item: Staff to review plans for location of possible cemetery site at Oak Crest.

Religious Freedom Byways

Staff reported that the nomination for national designation has been submitted, no date for the completion of the project has been given. The corridor management plan will be administered via Roz Racanello, Executive Director, Southern Maryland Heritage Area Consortium, Hughesville, Maryland.

Phase II Historic Road Survey

Staff reported that this survey has been submitted and revised for the state and is awaiting reimbursement for the consultation fees. Results of the study are available if desired by the commission.

Action Item: Staff to notify the public and place this document in the library and that an electronic copy be provided to each commission member. There is a possible tie in with this study for any activities developed for Historic Preservation month in May.

Phase III Historic Road Grant

Staff reported that funding for this phase of the project was denied by the SMCC. However, the HPC may still request funding in the coming fiscal year.

Action Item: Staff to check to see if funding request is still timely.

Historic Preservation Planner Vacancy – Staff reported that notice to professional journals was not done due to a time constraint. However, eight applicants were scored and reviewed by staff and HPC member, R. Gibbs. Interviews are in progress.

New Members – Staff reported that there is still a vacancy that will be filled in June by the SMCC.

Action Item: HPC members are to come back with recommendation for possible candidates.

Bylaws – staff reported that after some research and discussions with the PIO office it has been determined that the signed copy of the minutes is the legally binding copy. This copy will be posted on the website and the erroneous copy removed.

Staff reported that the current practice of notification of meeting is legally compliant. However, additional guidelines in the "Maryland Certified Local Government Program Procedures Manual" issued by

the Maryland Historical Trust recommend that additional notification be placed in local newspapers two weeks prior to the meeting. H. Willard noted that currently the meeting dates are not posted on the website.
Action Item: Staff will notify the Enterprise with 2009 meeting dates.

St. Mary's County Historic Preservation Awards – S. Erichsen forwarded a copy of last years nomination form to staff.

Action Item: Staff to locate electronic copies of the nomination form and the mailing list for the awards program.

Development – R. Gibbs furthered the discussion of HPC development by recommending that the members seek out information on the historic preservation in neighboring counties. Consensus of the board was to wait until a new Historic Preservationist is hired to move forward with this program.

New Business

HPC 2010 Budget Request – Staff reported that the budget cycle for the county is winding up and the HPC will need to submit for their budget allocation. Currently, the only active funding areas are the CLG education grant and the funding for professional development and memberships. Commission requests that the budget discussion happen earlier so that is enough time to respond. R. Gibbs recommends this board pursue the creation of a map detailing sensitive historic areas for future planning use.

Action Item: Staff to look into costs of this map generated in house, and R. Gibbs to research into other jurisdictions for similar maps.

Action Item: Staff to return in February with past budgets and actual expenditures for review.

HPC 2008 Annual Report – Staff reported this document is due by March 2009. The commission recommends that the report address the Religious Freedom Byway and the Corridor Management Plan.

Action Item: Staff to produce this report.

Officer Elections – Chair called for nominations for 2009 officers.

Motion: The elections to be tabled until the February meeting. Made by R. Gibbs, Second by S. Erichsen. Motion carried.

Announcements - Commission ethics forms are due, and there is a notary in the planning office available for members to complete their forms.

Adjournment

Motion: To adjourn. Made by M. Hayden, Second by R. Gibbs. Motion carried.
The meeting was adjourned at 5:35 p.m.

Submitted by: Susan Erichsen

Signed by: _____
Harold "Hal" Willard

SIGNED: April 7, 2009