

CARROLL COUNTY HISTORIC PRESERVATION COMMISSION MINUTES OF

TUESDAY APRIL 7TH, 2026

LOCATION: Uniontown Academy, 3347 Uniontown Road, at 7p.m.

COMMISSIONERS PRESENT: Chair Edwin Gregg, Co-Chair Jessica Penn, Nathan Bell, and Alternate Commissioner Ronald Arthur

COMMISSIONERS ABSENT: Kyohei Abe, and Marissa Waskiewicz.

OTHERS PRESENT: Timothy Dixon, Counsel; Carlisle Fillat, Carroll County Comprehensive Planning Division; Liz Arthur, owner of application residence; David Bloom, resident of Uniontown; Rob Caswell, resident of Uniontown; Sam Weaver, resident of Uniontown; and Teresa Weaver, resident of Uniontown.

- 1. Introduction of those present:** The Commission members all introduced themselves.
- 2. Approve the minutes from the November 18, 2025, meeting** – Mr. Bell made a motion to approve the minutes, Mr. Arthur seconded. The motion passed unanimously.
- 3. New Business – Application #26-01, construction of sunroom with basement at 3317 Uniontown Road** – Mr. Gregg opened discussion of this application to the Commission members. Mr. Gregg asked for a motion to accept the application with the information presented in it. Ms. Penn made a motion, seconded by Mr. Bell that there was sufficient information. The Chair then called on the applicant or representative to come before the Commission to review the application.

Ronald Arthur, owner of property at 3317 Uniontown Road, presented his application. He explained that the sunroom addition will be two stories tall, including new gutters and shingles to match the house. The only decision he has not yet made is on the windows they will install. Mr. Gregg expressed that he would like details on the window options when the project moves forward. A motion was made by Ms. Penn, seconded by Mr. Bell, and the members unanimously voted to approve the applicant's proposal.

- 4. Discussion and decision on the updated Historic Preservation Commission Bylaws** – Mr. Dixon opened discussion by providing context that the Board of County Commissioners have taken initiative to standardize the bylaws for all Carroll County Commission Boards. Ms. Fillat said that she wrote the new bylaws using a template provided by the Office of the Board of County Commissioners, and filled it out with language and information from the previously approved Historic Preservation Commission bylaws, Maryland Land Use Article Title 8 - Historic Preservation, the Carroll Country Code of Ordinance (Chapter § 158.095), and the newly adopted Planning and Zoning Commission Bylaws. She changed some details to remain accurate to the way the current Historic Preservation Commission operates, such as the days that the Commission Board meets and the roles that Commission Members fill (chair, vice chair, and alternate). Ms. Fillat clarified that these bylaws will be going before the Board of County Commissioners

before officially being adopted, but the Historic Preservation Commission should vote on approving the bylaws for the record during this meeting.

Ms. Fillat went through the changes from the previously adopted bylaws. First, she showed that the new bylaws state that the first item on meeting agendas should be the approval of the agenda for the meeting. This will allow additional discussion topics to be part of the agenda if Commission members wish to bring something to the attention of the board that is not listed on the agenda. It will also allow for agenda items to be deleted if they are no longer applicable to the meeting. Mr. Bell expressed concern that ample preparation time would not be given if an agenda item is added on the day of the meeting. The board agreed that this would only be allowed for discussion topics, but not decisions on applications or any agenda items that require more information ahead of the meeting.

Ms. Fillat then began a discussion about public distribution of the agenda, along with the deadlines for applications. She said that previously, agendas were due 10 days before the meeting date, but this was problematic because the deadline for accepting applications was also 10 days before the meeting date. Ms. Fillat clarified that the actual deadline for agendas is a minimum of 7 days before the scheduled meeting, and that the 10-day standard was a goal for county employees. Moving forward, if no application is submitted on the 10th day before the scheduled meeting, the agenda will be submitted. If an application is submitted on this day, the application will be accepted for the meeting, and a public hearing notice will be mailed to the applicant's neighbors. The agenda will be posted on the county website and emailed to the list of Uniontown residents at a minimum of 7 days before the scheduled meeting.

The Commission Board members discussed the section of the new bylaws about Commission Member attendance, in which the bylaws state that if a Commission Board member misses more than half of scheduled meetings within a 6-month period, they are subject for removal of their position on the board. A Uniontown citizen expressed that they applied for an opening on the Historic Preservation Commission board and were not told the reason why they were not appointed to serve on the board. Mr. Gregg clarified that Historic Preservation Commission Board members are appointed by the Board of County Commissioners, and that Historic Preservation Commission members are not involved in the process of appointing new members.

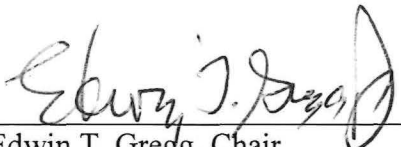
A motion to accept the bylaws was made by Ms. Penn, seconded by Mr. Bell, and agreed to unanimously to approve the new Historic Preservation Commission bylaws.

5. **Public Comment** – Ms. Weaver, resident of Uniontown, made a public comment asking the Commission Board if they would consider a future discussion with an arborist of the optimal trees to be planted in the Uniontown area. Ms. Penn said she thought it would be a good idea to have more discussions with experts of the area to inform residents of Uniontown which historically accurate options they have available for improvements on their homes. Commission Board members then discussed if they should initiate visits to previously approved application properties to ensure they are doing what was approved by the board. Mr. Dixon stated the importance of keeping a paper trail of what was approved.

There being no further business and no further discussion, the meeting was adjourned at approximately 8:00 p.m. by a motion by Mr. Brennan, seconded by Mr. Arthur and passed unanimously.

The next meeting will be scheduled for May 12th, 2026.

Approved by:

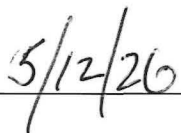


Edwin T. Gregg, Chair

Respectfully submitted:



Carlisle Fillat, Comprehensive Planner
Comprehensive Planning Division



Date