



FREDERICK COUNTY GOVERNMENT

Jessica Fitzwater
County Executive

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Deborah A. Carpenter, AICP, Division Director
Kimberly Gaines, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: July 29, 2024
RE: Candidate Selection Process

Issue:

What is the Historic Preservation Commission's (Commission) process for filling vacancies and reappointments on the Commission?

Background and Discussion:

The Commission staff notifies the Commission at a regular meeting when any terms of members are expiring and that applications for appointment or reappointment to the Commission have been received. An Executive Committee on Appointments (Committee) is formed by volunteers from the membership. The Committee includes the Chair and/or the Vice Chair and at least one other member, not to exceed three members. When membership is low and the Committee cannot be formed without creating a quorum, all Commission members will then serve on the Committee.

The Committee interviews (Attachment 1) the new candidates on their backgrounds to determine whether they meet the requirements of the Historic Preservation Ordinance (Attachment 2). The Committee reports to the Commission at the next regular meeting on the qualifications of the candidates. The Commission then votes on the recommendation to be made to the County Executive. The Commission's recommendation is conveyed in writing to the Administrative Officer. The Commission's recommendation and the names of the candidates are presented by the Administrative Officer for selection by the County Council during a regular work session.

Attachments

Attachment 1: Suggested Interview Questions
Attachment 2: Commission Qualifications

**SUGGESTED QUESTIONS FOR
HPC APPOINTMENT CANDIDATES**

1. How do you see your qualifications and/or interests relating to the mission and purpose of the Historic Preservation Ordinance?
2. Are you familiar with the design guidelines and/or the Secretary of the Interior's Standards?
3. Do you foresee instances where you would potentially have a conflict of interest in cases that come before the Commission: Would you have a problem with recusal in such circumstances? Do you have any questions about this?

You may ask any other questions you want, except those pertaining to personal issues. Political affiliation questions are not allowed.

**HISTORIC PRESERVATION COMMISSION
QUALIFICATIONS FOR MEMBERSHIP**

Interested persons must have a demonstrated special interest, specific knowledge, or professional or academic training in fields such as, but not limited to, the following: history, architectural history, archeology, curation, landscape architecture, urban design, architecture, planning, anthropology, conservation, historic preservation or related fields.

Demonstrated special interest may be satisfied by formal training in one or more of the above-named fields.

Specific knowledge may be satisfied by formal post-secondary education, employment, or practical experience in one or more of the above-named fields.

Professional or academic training may be satisfied by a minimum of two years' experience as a professional or a bachelor's degree in one or more of the above-named fields.

Preference will be given to applicants who meet the minimum professional or academic training requirements in one of the above-listed fields in accordance with the United States Secretary of the Interior's Professional Qualification Standards in 36 CFR, Part 61.