



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater
County Executive

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

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: May 21, 2025
RE: Re-election of Chair and Vice-Chair

Issue:

Who does the Historic Preservation Commission (Commission) elect to serve as Chair and Vice-Chair for the July 1, 2025 – June 30, 2026 term?

Background and Discussion:

Per the Commission's Rules of Procedure, Section 2.1, each June the Commission shall elect a Chair and Vice-Chair. The Chair and Vice-Chair may not serve more than four consecutive full terms in the same office. Currently, Ms. Thompson has served as Chair for two full terms, elected in June 2023 and re-elected last year in June 2024. Mr. Lynch has served as Vice-Chair for nearly two full terms, elected in August 2023 and re-elected last year in June 2024. Both are eligible for re-election should they desire to be nominated for another term.

The Chair is responsible for presiding at all meetings and hearings and shall decide on all points of order and procedure. The Vice-Chair presides at all meetings and hearings in the Chair's absence. Staff provide guidance and support to the presiding officer. The County also provides annual training for all elected officers of the County commissions.

Recommendation

Staff recommend the Commission elect a Chair and Vice-Chair to preside over the 2025-2026 term.