

CARROLL COUNTY HISTORIC PRESERVATION COMMISSION MINUTES OF

TUESDAY MAY 12TH, 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: Carlisle Fillat, Carroll County Comprehensive Planning Division; Sam Weaver, resident of Uniontown; Liz Arthur, resident of Uniontown; David Bloom, resident of Uniontown; Catherine Blanchette, resident of Uniontown; Mark Blanchette, resident of Uniontown; Chelsea Aaron, resident of Uniontown; Jonathan Stacey, resident of Uniontown; Samuel C. 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 April 7, 2026, meeting** – Ms. Penn made a motion to approve the minutes, Mr. Bell seconded. The motion passed unanimously.
3. **Work Session – Review and discussion of HPC Application for New Construction and Alteration/Repairs in Uniontown** – Mr. Gregg opened discussion on the HPC Application for New Construction and Alteration/Repairs in Uniontown, stating that the goal of this work session is to review the current applications and identify any features that need to be changed. The application should be easy for property owners in Uniontown to fill out, and ensure that all required materials are provided to the HPC for proper review. Mr. Gregg stated that he did research on applications from HPC boards in different counties within Maryland, as well as historic districts within Carroll County municipalities, as part of his consideration for potential application changes.

Discussion of Online Application & Required Materials – Ms. Penn suggested that on the online application, there be separate file upload submission fields for each specific required document/image of the application rather than one place to upload files. This would ensure all required materials are included in the application. The board also discussed the labeling of required materials by the applicant to ensure all materials are included. The HPC board agreed that they would like to include an example of a complete application on the HPC website for applicants to view.

Discussion of Online VS. Paper Applications – Ms. Penn asked if paper applications are often received by the office. Ms. Fillat confirmed that while it is an option for applicants to submit applications via mail to the county office building, applicants almost always apply via the online application. Therefore, all changes made to the application should be applicable to online and paper versions.

Discussion of “Commission Use Only” Application Section – The board discussed being more thorough in the review process by writing on the last page of the application what specifically they are approving in the application, and whether the application is approved on condition of certain changes to the project. This will ensure a paper trail is present in the instance of an applicant constructing something that was not approved by the HPC.

Discussion of Building Permit Requirements – The Application for Alterations/Repairs has a section of text that is not on the Application for New Construction about contacting the Carroll County Bureau of Permits and Inspections to determine if a building permit is needed for the proposed project, and stating that you should apply for a permit prior to presenting the application to the HPC. The Board discussed whether this is also applicable to New Construction, and decided that it should be added to the Application for New Construction as well. The board also discussed how “in kind” building work is exempt from HPC approval, and how an applicant can learn whether this applies to their project by contacting the Carroll County Bureau of Permits and Inspections.

Discussion of Application Categories and Lists – The HPC Board members discussed the format of the application, specifically the list that indicates the type of project and proposed materials. These are currently in one checkbox list. Mr. Bell suggested that these be separated, possibly with drop-down lists categorizing different types of projects. A list of more detailed material/project options was discussed by the board to be added to the application.

Discussion of Historic Uniontown Property Resources – Mr. Gregg mentioned that he has Joe Getty’s binder containing original images from each Historic Uniontown property that he consults each time he reviews an application. Ms. Fillat said that she would like to scan these images and create a public resource for Uniontown residents to use as reference when proposing changes to their homes.

Discussion of Uniontown Resident Involvement & Transparency – A Uniontown resident requested for the new version of the applications to be publicly announced to Uniontown residents when they are complete. The HPC board confirmed that the application changes will be announced to the public, and that all edits to the application will take place during public work sessions. Input from the public is encouraged during this process.

No votes on specific application changes were made during this meeting.

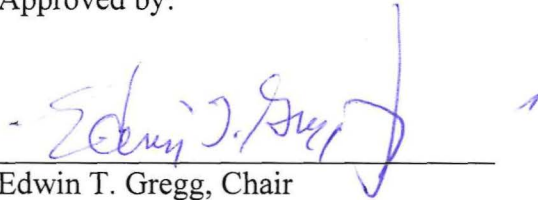
- 4. Public Comment** – A Uniontown resident stated that if they want to see HPC minutes, they have to wait until the minutes have been approved and posted, which may take a while if the HPC goes multiple months without a meeting. Ms. Fillat responded that she is available via email if a citizen has questions about a public hearing that they were not able to attend before the minutes have been publicly released. Mr. Blanchette, resident of Uniontown, announced to the HPC that they are starting a committee for local traffic safety called Uniontown Improvement Association (UIA). Mr. Blanchette explained that the UIA will be taking a data-driven approach when determining safety improvements for the area

of Uniontown. Members of the HPC encouraged the group to get as many residents involved as possible and to contact the Board of County Commissioners when specific requests from the committee are made.

There being no further business and no further discussion, the meeting was adjourned at approximately 9:00 p.m. by a motion by Mr. Bell, seconded by Ms. Penn and passed unanimously.

The next meeting will be scheduled for June 9th, 2026.

Approved by:


Edwin T. Gregg, Chair

Respectfully submitted:


Carlisle Fillat, Comprehensive Planner
Comprehensive Planning Division

6/9/26
Date