Laytonsville Historic District Commission Meeting Minutes, September 19, 2022

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday September 19, 2022**

**Present:**

Charles Hendricks, Chair

Jennifer Sizemore

Kris Bradsher

Andy Drouliskos

Michael McDonald

**Absent:**

**Attendees:**

Mary Burke, Secretary

Jill Ruspi

**Opening:**

Chair Hendricks called the meeting to order at 7:35. He noted that a quorum was present.

**New Business:**

Approval of minutes from August meeting: Member Sizemore made a motion to approve the minutes as edited. Member Drouliskos seconded and all approved.

Assistance in recruiting a secretary for the commission: Chair Hendricks requested assistance in recruiting a secretary for the commission. Member Sizemore suggested posting the need on the Town website. She also suggested asking residents Caroline or Mike Maurer due to their interest in historical issues. Secretary Burke suggested asking members of the Laytonsville Historical Center at the upcoming meeting.

Discussion of the latest draft consolidated design guidelines, including a new table of contents and standardized subject headings, prepared by Member Jennifer Sizemore:

* Chair Hendricks asked Members McDonald and Drouliskos what they thought about the document since they were not present at the last meeting. They both said that the document looked very good.
* Chair Hendricks sent an email to Member Sizemore with some edits.
	+ Change the italicized numbers in the table of contents to roman.
	+ It was decided to change the heading on page 10 to read “Porches and Decks”.
	+ A period was added on page 2.
* We can now present these guidelines to the Mayor and Town Council for approval at the next meeting.
* Chair Hendriks is in favor of approving this.
* Member McDonald made a motion to approve these guidelines as amended and send the document to the Town Council after consultation with the Mayor. Member Bradsher seconded the motion. All were in favor and the motion was approved unanimously.

Report on construction underway at Lot 5, Rolling Ridge (21720 Rolling Ridge Lane):

* Chair Hendricks shared a photo of the house for Members Drouliskos and McDonald to review since they were not present at the last meeting.
* We are waiting to see if the windows will be replaced as the builder said he would do. If this has not been done in a month, we will need to revisit this.

**Old Business:**

**Open Forum:**

* The gas station is doing some concrete work. It appears that they are digging around the tanks, more than likely to do maintenance to stay up to date with EPA regulations.
* Two homes in the historic district on 108 have put up extensive Halloween decorations.
* Member Bradsher asked about the state of the house that is directly north of Laytonsville Elementary School. We do know that the Mayor has been in contact with the homeowner. At this point, there is nothing the HDC can do. If we conclude the level of neglect threatens the structural integrity of the home, we could ask the Town Council to take action.
* Susan Phillips (former HDC member) and her husband will be putting their house at 21513 Laytonsville Road on the market. They are relocating to North Carolina.

**Miscellaneous:**

The next meeting will be Monday, October 17, 2022.

Member Sizemore moved to adjourn the meeting at 8:41. Member McDonald seconded, and all approved.

Respectfully submitted,

Mary Burke