**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday, February 19, 2024**

**Present:**

Jen Sizemore, Chair

Becca Saah, Vice Chair

Kris Bradsher

Andy Drouliskos

Patick Murray

**Absent:**

None

**Attendees:**

James Schneider, secretary

Charles Hendricks, Mayor

Dan Wolf

Gary Scola

Approximately 3 other guests

**Opening:**

Chair Sizemore called the meeting to order at 7:31 p.m. She noted that a quorum was present.

The first order of business was to approve the minutes from the January 15, 2024, meeting. Chair Sizemore asked if any members had any comments or edits to the minutes. Member Bradsher made a motion to approve the minutes. Member Drouliskos seconded. Chair Sizemore, and Members Bradsher, Drouliskos, and Murray voted to approve the minutes. Member Saah abstained. The minutes from the January 15, 2024, meeting was approved.

Member Drouliskos moved to approve the minutes from the February 13, 2024, HDC work session. Member Bradsher seconded. The HDC members in attendance at that work session voted to approve those minutes. Members Saah and Murray abstained. The minutes from the February 13, 2024, HDC work session were approved.

Member Bradsher moved to open the Public Hearing. Member Murray seconded. The motion was adopted unanimously, and the Public Hearing was opened at 7:34 p.m.

The HDC proceeded in Public Hearing to consideration on **Permit Application 09-23 submitted by Dan Wolf for Parcel 600 on Brink Road and Laytonsville Road for repair work to the barn adjacent to the house at 7101 Brink Road (continuation)**

Chair Sizemore reviewed each part of the application needing to be discussed. Regarding the German siding, there were no comments or questions at this time. It was noted that vinyl windows were being proposed to offer a little more security as well as protection from moisture getting into the barn and that they will be framed with wood pieces to resemble the look of the old windows. Chair Sizemore clarified that the windows fit into the same openings as the old windows, meaning they are the same size even if they appear larger. Mr. Wolf agreed.

Mayor Hendricks attempted to interject during the HDC’s discussion with the property owner about the proposal. Member Murray made a point of order to ascertain the appropriateness of the mayor’s engagement in the discussion at this point in the Public Hearing. Based on the point of order, the mayor was ruled out of order insofar as the mayor is not a member of the HDC and the process being observed was that the HDC members were reviewing with the property owner the specifics of the proposal. The mayor was advised that he would be given an opportunity to provide his comments at the appropriate time during the Public Hearing. The mayor noted that when he was the HDC Chair things were done differently. The Chair noted that fact but insisted on a more orderly process for consideration of proposals, and asked the mayor to be patient and wait for his opportunity to present testimony at which time members could engage with him, if they found it necessary to do so.

The public hearing proceeded to discuss the weather-tight metal doors that were proposed, and the old wooden doors would be repaired and mounted in front of the metal doors to provide the appearance to passers-by of the prior look. A new sliding wooden door was proposed to replace the old door at the larger opening, which will allow access for vehicles, farm animals, and other such uses. Regarding the concrete apron repair and replacement, there were no comments or questions from HDC members.

Laytonsville Mayor Charles Hendricks, who is also the owner of a property adjoining 7101 Brink Road, was given an opportunity to comment on the proposal regarding the work on the barn. Mayor Hendricks proceeded to read from a prepared statement, which he previously submitted to the HDC membership. Mayor Hendricks repeated that while the plans showed significant improvement, in his view, since the first submission, he remained displeased about the size, placement, and lack of recess in the proposed replacement windows. Mayor Hendricks asked that the HDC clarify window placement on the second floor, where size and placement need more specification. He suggested that narrower windows on the second floor would be more in line with the historic character of the barn and would significantly improve the barn’s historic character without adding any significant costs. He stated that he does not believe the proposed windows comply with the third paragraph of the section on windows in the Town's HDC Guidelines. The mayor asserted that while the guidelines authorize the HDC to approve the substitution of modern window materials for wooden windows, they do not authorize the approval of changes in the size or shape of the windows on historic structures.

Chair Sizemore asked Mr. Wolf for additional details about the beam in the hayloft and its impact on the placement of the windows. Mr. Wolf responded that he had no intention of changing the placement of the windows.

Chair Sizemore took notice of the use of Photoshop for purposes of plan submissions and that it is understood that this is used to provide an approximation and should not be perceived as a precise rendition of how the structure will look when completed. Mr. Wolf further stated that the hayloft doors are the doors that were on the hayloft in October when the project was started.

Member Saah took note of Mayor Hendricks concerns regarding the narrower windows, and insisted to the property owner, Mr. Wolf, that she desires there to be no more alterations in the plans, construction, or outcomes in the project. Mr. Wolf indicated his understanding of Member Saah’s statement.

There was no further discussion on this proposal.

The HDC proceeded in Public Hearing to consideration of **Permit Application 08-23 submitted by Gary Scola for paving the lot of the Citgo station at 21625 Laytonsville Road**

Chair Sizemore shared the images showing areas where proposed asphalt will be located.

Member Bradsher asked if the gas station is getting public water or if there are septic fields or well areas located where the new pavement will be.

Mr. Scola responded that the water comes from the street, from the water meter on the sidewalk, and there is nothing in the area where they are proposing to put the asphalt, except stone and rock. Mr. Scola stated that there will be no effect on any septic systems, water meters, or piping anywhere in that area. The HDC members had no additional questions or comments.

Mayor Hendricks asked if there is a septic tank on the property, and if so, where it is accessed.

Mr. Scola stated that he does not believe there is a septic tank on the property. He said that if there is a septic tank on the property, it is definitely not in the area proposed to be covered with asphalt. There was no further discussion on this proposal.

Member Saah moved to close the Public Hearing.

Member Drouliskos seconded the motion.

The Public Hearing closed at 8:04 p.m.

Member Murray moved to adopt and approve the Historic District Work Permit Application 08-23 from Mr. Dan Wolf, as submitted and considered in today’s Public Hearing. Member Saah seconded the motion, as stated.

All members voted in favor, the motion was adopted, and the Permit approved.

Member Murray moved to adopt and approve the Historic District Work Permit Application 09-23 from Mr. Gary Scola, as submitted and considered in today’s Public Hearing. Member Drouliskos seconded the motion, as stated.

All members voted in favor, the motion was adopted, and the Permit approved.

Chair Sizemore advised Mr. Scola that he will need to make sure that there are not any additional county or other approvals required, in addition to the HDC work permit.

**Bike Rack for Town Hall**

Chair Sizemore inquired of the HDC whether a work permit was needed to install a bike rack, previously designated for Miller Park, at Town Hall. Chair Sizemore shared an image showing the proposed site at Town Hall for installation. The HDC considered the issue, and because the bike rack is not a permanent fixture, it was determined with unanimity that an HDC work permit was not required.

**Work Session Summary**

Chair Sizemore reviewed the action items from the February 13 work session. Initial review of the HDC sections of the zoning ordinance will be for the purpose of correcting errors, particularly the referrals to an outdated section of the Maryland Code. Member Murray asked if state regulations are a threshold where we can choose to make things more restrictive. Chair Sizemore responded that we need to align with the state regulations, and if needed, we can consult with the town attorney on whether we can be more restrictive.

**Revised Historic District Work Permit Application**

Chair Sizemore shared the proposed Historic District Work Permit Application form. Changes included adding space for an email address, correcting the number of days in advance of a meeting a work permit needs to be submitted, and making the form a fillable PDF. Member Murray moved to adopt the new form as shown. Member Saah seconded the motion. The motion was unanimously adopted and the HDC Work Permit Application form, as amended was approved for use.

Member Murray moved to grant Chair Sizemore authority to make any other typographical edits necessary to the form, as needed. The motion was seconded. It was unanimously approved.

**Open forum on Laytonsville historic preservation issues:**

There were no issues raised at this time.

Member Bradsher asked to have the HDC zoning ordinance provided as a WORD document or placed in the Google shared folder for collaborative review by the members. Mayor Hendricks offered to send it to all HDC members and noted it is 94 pages.

It was announced that the next HDC work session will be March 12, 2024, at Town Hall and that the next HDC regular meeting will be March 18, 2024.

Member Murray moved to adjourn the meeting.

Member Bradsher seconded the motion.

There were no objections to the motion and the meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

James Schneider, Secretary