**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**MEETING MINUTES**

**October 21, 2013**

**Roll Call:**

The regular meeting of the Laytonsville Historic District Commission (HDC) was called to order by Chair Sheree Wenger at 7:36 p.m.. Commission Members Jill Ruspi, Charles Hendricks, Joann Howes, Michele Shortley and Alternate Lisa Simonetti were present.

**Attendance:**

Mr. John Pawulak, Sr. of St. Bartholomew’s Episcopal Church was present.

**Minutes:**

The minutes from the meeting of September 16, 2013 were presented and accepted as amended.

**Preliminary Statement by Chair:**

The preliminary statement was read.

**New Business:** Chair Wenger opened the hearing for application HDC #04-13 submitted by St. Bartholomew’s Episcopal Church of 216111 Laytonsville Road. Chair Wenger stated that hearing notices had been mailed and posted. The applicant provided the plat, a rendering and photos along with the application. The application requests permission to install a door, portico and railings to access a wheelchair lift which would be installed inside of the building. It was stated that Member Hendricks is a member of St. Bartholomew’s Episcopal Church.

Mr. John Pawulak who was representing St. Bartholomew’s Episcopal Church presented the design for the proposed portico and door to access the interior lift. Chair Wenger stated that currently the church building does not meet ADA requirements. She commented that is important to the church and the town that an aging population be able to participate in the church services and activities. The wheelchair lift will reside entirely inside of the building and be accessed from the south side of the building. The application requests an ADA compliant 36-inch access door with a portico. The roof of the portico would be slate to match the existing roof of the building. Chair Wenger and Member Ruspi stated that they were very pleased with the design and how it matched the existing elements. There was discussion about the color of the door and whether it was desirable to match the red front door. Member Hendricks suggested matching the style of the existing front door and windows with rounded panels at the top of the door.

Member Hendricks asked about the downspout and gutters over the portico. Mr. Pawulak described how the gutters would be extended to properly route the water away from the building.

Chair Wenger closed the record.

**Member Hendricks made a motion to approve HDC application #04-13 with the stipulation that the door color be less bold than the red on the front door; that the top door panels reflect the style of the front door and windows if economically feasible; and that the adjacent downspout from the roof of the church be vertical and unbroken. Member Shortley seconded the motion. Member Ruspi abstained from voting. Chair Wenger, Members Hendricks, Howes, Shortley, and Simonetti voted in favor of the motion.**

**New Business:**

Chair Wenger stated that NV Homes had submitted model home designs for Fulks South/Laytonsville Preserve subdivision. These plans were presented at a public hearing on October 15, 2013 and approved by the Town Council.

**Adjournment:** There being no further business, Member Hendricks made the motion to adjourn the meeting which was seconded by Member Ruspi. Motion carried unanimously. The meeting adjourned at 9:15 p.m.

Respectfully submitted by,

Charlene Dillingham

Clerk, Town of Laytonsville