Laytonsville Historic District Commission Meeting Minutes, January 17, 2022

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday January 17, 2022**

**Present:**

Charles Hendricks, Chair

Andy Drouliskos

Michael McDonald

Jill Ruspi

Jennifer Sizemore

**Absent:**

Michele Shortley, Alternate

**Attendees:**

Mary Burke, Secretary

**Opening:** Chair Hendricks called the meeting to order at 7:33 He noted that a quorum was present.

**New Business:**

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

Discussion of how to proceed with the planned review of the design guidelines adopted for the use of the Historic District Commission:

* + Member Sizemore received the materials from Member Ruspi, but hasn’t gotten to a point to determine what to focus on.
	+ The short version of the guidelines are posted online.
	+ Two sets of guidelines were approved in 2004. One is the general design guidelines that are posted. The other pertains to the rehabilitation of structures. It is unclear why two sets were created.
	+ The second set should also be available online as it covers more background and philosophy.
	+ At one time, the HDC planned on having a brochure or similar printed version available, but never moved forward with it.
	+ Member Sizemore says the first step should be to get a copy of the second version, that is not online, to the members of the HDC. It is a 7 page document that is not digitized. There is an 8th page that is an addendum that was not approved by the Town Council in 2004.
	+ Thoughts from Chair Hendricks:
		- Pertaining to the Guidelines for Rehabilitation and Maintenance of Structures, we should deal with the substance of the guidelines first.
		- Find what needs to be changed and make recommendations on those.
		- Use what is online as the starting point.
	+ Member Ruspi noted that every house in the Historic District is unique.
	+ Chair Hendricks asked if Solar Panels should be added.
	+ Members Ruspi and Sizemore would like to review applications from the last 17 years to see what has been approved and denied.
	+ Member McDonald stated that by next month we should all have items for discussion regarding the guidelines.
	+ Member Drouliskos asked if we should have one list that everyone could work from.
	+ In addition, the existing guidelines may need to be edited for better clarity.
	+ Chair Hendricks will send an index of cases brought to the HDC for review. It covers more than 30 applications, most of which were easily approved. Only a few have been controversial.
	+ Everyone will go through this list and come to the next meeting with a list of items to discuss.

**Old Business:**

**Open Forum**:

* + The gateway fence at Rolling Ridge has been painted, and the roses have been planted, so the project is complete.
	+ The 8’ fence at 7408 White House Lane was approved by the Board of Appeals and has been installed.
	+ Dustin Green’s house is still for rent.

**Miscellaneous:** The next meeting will be Monday, February 21, 2022.

Member Ruspi moved to adjourn the meeting at 8:38. Member Drouliskos seconded, and all approved.

Respectfully submitted,

Mary Burke