Laytonsville Historic District Commission Meeting Minutes, April 18, 2022

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday April 18, 2022**

**Present:**

Charles Hendricks, Chair

Andy Drouliskos

Michael McDonald

Jill Ruspi

Jennifer Sizemore

**Absent:**

Michele Shortley, Alternate

**Attendees:**

Mary Burke, Secretary

Ann Hendricks

**Opening:** Chair Hendricks called the meeting to order at 7:39 He noted that a quorum was present.

**New Business:**

Approval of minutes from March meeting: Member Ruspi made a motion to approve the minutes as edited. Member Drouliskos seconded and all approved except Member McDonald, who abstained due to not being present for the March meeting.

Public Hearing for Historic District Work Permit 01-22 for the installation of new windows and a new storm door at 7011 Brink Road (Hendricks residence)

* + Chair Hendricks recused himself for the hearing and gave the chair to Member McDonald.
	+ The Hendrickses have had a broken cellar window for a few years. It is an awning window that opens in.
	+ They were attracted to an advertisement from The Window Man highlighting the company’s work on historic houses.
	+ The replacement window will be black and will swing out.
	+ The company had a minimum requirement, so the Hendrickses decided to better insulate their kitchen and downstairs bathroom by replacing the storm windows. They also decided to replace a storm door.
	+ All products are top of the line. Due to supply chain issues, it may take 20 weeks to get the products.
	+ Members reviewed the products selected, giving particular attention to the storm door.
	+ Member Sizemore made a motion to approve the application as submitted. Member Drouliskos seconded and all approved, with Member Hendricks not voting.

The hearing was closed at 8:21 and Member McDonald gave the chair back to Chair Hendricks.

Discussion of the posting of the Guidelines for Rehabilitation and Maintenance of Residential Structures on the town’s website:

* + Chair Hendricks found at Town Hall an original copy of the guidelines that had been approved in 2004. It has been posted on the town website as a PDF.
	+ There is a Sign Guidelines Addendum, but it is not clear if it was ever approved by the Town Council, so it has not been posted. The goal of the addendum was to abbreviate the Sign Ordinance, which is quite long.
	+ Chair Hendricks said that when we go through the guidelines, we may determine to accept the addendum and then submit it to the Town Council for approval.

**Old Business:**

Review of the design guidelines adopted for the use of the Historic District Commission:

* + Chair Hendricks discussed the document that Member Sizemore created that allowed us to review elements of the two sets of guidelines side by side, assisted by the comments made by Member McDonald.
	+ Chair Hendricks asked Member McDonald if he thought that the two sets of guidelines could be integrated. He said yes, there weren’t many conflicts, though there are some differences. We do need to do some reconciling of the rules. The longer version is much more descriptive, and he noted the diagrams in the longer version are helpful.
	+ Member Sizemore said that we should focus on what pertains to the historic homes in the town when reviewing the guidelines.
	+ Chair Hendricks stated that our direction should be working on the guidelines so there is only one set.
	+ Chair Hendricks will look at integrating the two documents over the course of the next several weeks and will send his product to Member McDonald for editing.
	+ Member Ruspi asked if the Town Council would need to approve the merged version, and the answer was yes.

**Open Forum:**

* + The Town has contracted for the reconstruction of the front Town Hall sidewalk with brick pavers.
	+ Montgomery County repaved the sidewalks on Sundown Road on both the north and south side, 5 years after Mayor Ruspi requested that it be done. Two small retaining walls in front of Temperance Hall (6920 Sundown Road) were removed as well.
	+ Construction at Lot 5 in Rolling Ridge (21720 Rolling Ridge Lane) is underway. The foundation of the new home will be dug at the end of the week.
	+ Chair Hendricks asked if the HDC wanted to continue to meet via Zoom, or move to meeting at Town Hall. Member Sizemore said we should wait until the Town Council begins meeting in person. Members McDonald, Ruspi and Drouliskos also like meeting remotely. Chair Hendricks agreed.
	+ Member Ruspi shared that she would be leaving the HDC when her term is over.

**Miscellaneous:**

The next meeting will be Monday, May 16, 2022.

Member McDonald moved to adjourn the meeting at 9:13. Member Ruspi seconded, and all approved.

Respectfully submitted,

Mary Burke