Laytonsville Historic District Commission Meeting Minutes, February 21, 2022

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday February 21, 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 January meeting: Member McDonald made a motion to approve the minutes as edited. Member Sizemore seconded and all approved.

Discussion of the index of HDC actions sent to commission members on January 26:

1. Everyone agreed that the document was very useful to the commission.
2. Photographs of Homes and Businesses in the Historic District: Chair Hendricks learned that in 2016 there was a contract to have photographs taken of the homes in the historic district. He now has a disk containing over 150 photographs documenting 34 properties in the historic district as well as eight photographs documenting the Rolling Ridge house. He agreed to send copies of the photos of Member McDonald’s property to him.
3. Review of the two sets of design guidelines:
   * + General guidelines
     + Rehabilitation of structures
   * Why were there two? Why weren’t they consolidated into one? The original thought was that they should become one.
   * When the ordinance creating the current Historic District Commission was passed, it was very comprehensive and much of what is used today.
   * Member McDonald said the first thing we should do is identify conflicts between the two guidelines and note any gaps.
   * Member Ruspi said the HDC was previously trying to provide information to back up the guidelines and also provide pictures as examples. It was ambitious and never completed.
   * Chair Hendricks agreed with Member McDonald as to the first step. We don’t want to bite off more than we can chew.
   * Members Ruspi and Drouliskos met to review the two sets of guidelines and stated our goal should be to create one set.
   * Chair Hendricks had no objection with this. One document would be better for the public.
   * Now that the second document is in PDF form, is it our responsibility to post it for the public? Member McDonald made a motion to request that the Town Clerk post the document. Member Sizemore seconded and all were in favor.
   * Chair Hendricks will email the Town Clerk. He will also report to the Town Council at its next meeting that it approved two sets of guidelines for the HDC, that we are now asking the Town Clerk to post the second set, and that we hope ultimately to merge the two.

**Old Business:**

**Open Forum**:

* + St. Bartholomew’s Church owns a home at 6920 Sundown Road that was formerly a second hand shop. They are looking for other ways to use the house. Some interior work will be done. The carpet was in bad shape and is being removed. They uncovered upstairs 9-12” planked pine flooring that is painted brown.

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

Member Ruspi moved to adjourn the meeting at 8:40. Member McDonald seconded, and all approved.

Respectfully submitted,

Mary Burke