Laytonsville Historic District Commission Meeting Minutes, July 18, 2022

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION**

**Videoconference Meeting Minutes**

**Monday July 18, 2022**

**Present:**

Charles Hendricks, Chair

Andy Drouliskos

Michael McDonald

Jennifer Sizemore

Kris Bradsher

**Attendees:**

Mary Burke, Secretary

**Opening:** Chair Hendricks called the meeting to order at 7:34 He noted that a quorum was present.

**New Business:**

Welcome Kris Bradsher. Mayor Ruspi was not available to swear her in, so we need to wait for her to be official.

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

Discussion of the status of the commission’s effort to consolidate the two sets of design guidelines adopted by the Town Council for the use of the Historic District Commission:

* + Chair Hendricks and Member McDonald were not in sync with each other regarding the merged document and what needed to be done prior to the meeting.
	+ Member McDonald is sending both the redline and clean versions to the group right now. This will allow more time for the new member, Kris Bradsher, to become acquainted with this project prior to her being sworn in.
	+ The goal is to ask the Town Council to approve the consolidated guidelines first and then to propose any changes that we want to recommend.
	+ Everyone will read through the documents and come prepared to discuss at the next meeting.

**Old Business:**

**Open Forum:**

* + Lot 5 Rolling Ridge: In February 2021 there were two HDC meetings regarding the house that would be built on that lot. We examined the plans and asked that the builder not install curved windows. He submitted another set of plans that had rectangular windows. What is being installed now is the curved version. The Town Council approved the new plans in March 2021 and that included the rectangular windows. The town is looking into what the response should be. It is up to the Mayor and the Town Council to enforce it.
	+ Gregory Phillips is representing someone wishing to build a house on Lot 2, Area C, of the Laytonsville Preserve. A new site plan and building proposal has been submitted to the town. It does not meet the criteria previously set by the HDC, nor does the placement of the house accord with the previously approved site plan.
	+ Painting at St. Bartholomew’s has been completed and it looks very nice.
	+ Gas Station: Are they now doing repairs? It has been noted that there are cars in the bays and additional cars parked on the lot.

**Miscellaneous:**

Election for Commission Chair and Vice Chair happens in July. Member McDonald nominated Chair Hendricks to serve another term as Chairman, Member Sizemore seconded and all approved. Chair Hendricks nominated Member McDonald to serve another term as Vice Chairman and all approved.

The next meeting will be Monday, August 15.

Member Sizemore moved to adjourn the meeting at 8:25 Member McDonald seconded, and all approved.

Respectfully submitted,

Mary Burke