Present: Absent:

Jennifer Sizemore, Chair Becca Saah, Vice Chair

Kris Bradsher, Member Patrick Murray, Member

Andy Drouliskos, Member

Attendees:

James Schneider, Secretary

Charles Hendricks, Mayor

Chair Sizemore noted that a quorum was present and called the meeting to order at 7:37 p.m.

Chair Sizemore began with a discussion of the format of work session meeting minutes. She noted the requirements of the Open Meetings Act, and it was determined that minutes need only include the topics discussed and any decisions made so they could be reviewed at the next Monday’s HDC meeting.

Chair Sizemore presented a list of HDC Priorities for 2024. She briefly explained each item on the list.

1. **Zoning ordinance**
2. Routine maintenance and repair
3. Environmental setting and appurtenances
4. Article 66B, MD CODE ANN.
5. Conformance/intersection with county safety codes
6. **Guidelines**
7. Solar panels
8. Fences
9. Siding
10. **Miscellaneous**
11. HDC pages on town website
12. Work permit application
13. Establish and maintain an inventory of historic properties within the Historic District
14. Public Input and Educational sessions on a quarterly basis

Discussion ensued regarding ordering the priorities and it was suggested that:

A. Zoning Ordinance be the first priority.

Member Bradsher suggested that the ordinance be reviewed line by line. Chair Sizemore suggested dividing up the ordinance and reviewing it a few sections at a time over the new few work sessions. Mayor Hendricks suggested referencing the [2022 Maryland Statutes Land Use Division I - Single-Jurisdiction Planning and Zoning Title 8 - Historic Preservation](https://law.justia.com/codes/maryland/2022/land-use/division-i/title-8/) documents to make sure the HDC aligns with state code.

B. Guidelines will be the second priority.

C. Miscellaneous bullet C1 can be done concurrently. Chair Sizemore will work on bullet C2 to correct an error, add a line for email address, and turn the form into a fillable PDF. Regarding item C3, Mayor Hendricks suggested working with the Planning Commission to add more detail to the list of historic properties in Appendix B of the Comprehensive Plan. Member Bradsher stated that after the Town Council approves any HDC edits to the zoning ordinance, educational session (item C4) can be planned.

Mayor Hendricks mentioned the informational brochure about the historic districts that Jill Ruspi developed when she was on the commission. Chair Sizemore said that she would ask Jill Ruspi about it. Member Bradsher stated that her son, Chip may be able to provide more of a professional graphic design to the brochure when the content is ready.

Action items:

1. Member Bradsher will start looking at the first few sections of the Zoning Ordinance.
2. Chair Sizemore will add discussion of additions to the HDWP application to the agenda for the next HDC regular meeting.
3. Chair Sizemore will contact Jill Ruspi to ask about the brochure.
4. Chair Sizemore will begin looking at the HDC sections on the town’s website.

Chair Sizemore closed the work session at 8:27 p.m.

Respectfully Submitted

James Schneider