

**LAYTONSVILLE HISTORIC DISTRICT COMMISSION
MEETING MINUTES
August 15, 2011**

Roll Call:

The regular meeting of the Laytonsville Historic District Commission (HDC) was called to order by Chair Sheree Wenger at 7:36 p.m. Commission Members Joann Howes and Jill Ruspi were present. Members Michele Shortley, Charley Hendricks and Alternate Lisa Simonetti were absent.

Attendance: Guest Nancy Harding was present.

Minutes:

The minutes from the meeting of July 18, 2011, were presented and approved.

Preliminary Statement by Chair:

The preliminary statement was read.

Hearing for Application # HDC WP-02-11:

St. Bartholomew's Episcopal Church requests a work permit for replacement of the basement windows on the property located at 21611 Laytonsville Road. Signs for this hearing were posted and notices sent to adjoining property owners. The application and photographs were submitted for consideration.

The permit requests replacement of the 6 basement windows. Five of the windows would be replaced with slider type windows. The larger window would be replaced with a double hung window. It is unknown whether the double hung window was part of the original building and remained after an addition to the church in the early 1950s. The kitchen window in the basement has already been replaced and will remain. Nancy Harding stated that grids could be added to the windows if requested by the HDC.

All present at the meeting walked to the church to look at the existing windows. The existing windows had been crafted to match the upper windows with similar grid patterns. Nancy Harding stated that there was not enough room to replace the smaller windows with double hung style windows and that the church would like to be able to open the windows. The HDC members commented that replacement with the slider windows would provide function but would not match the upper level windows.

Chair Wenger stated that the HDC had access to resources that could provide an opinion on

the window replacement, perhaps able to provide a functional window that would match the upper windows. Chair Wenger stated that the record be left open and the hearing continue until the next meeting.

New Business:

Nancy Harding asked if approval was necessary to plant a tree in front of the St. Bartholomew's Church rectory. Chair Wenger stated that approval was only necessary if the tree exceeded \$2500.

Old Business:

County Tax Credits – Chair Wenger stated that she thought the HDC should help the residents as much as possible with tax credits for improvements made to their property. She stated that the process is fairly simple requiring a single sheet application, copies of the invoice and photographs. The HDC would review the application and make a decision. Upon approval, the HDC would attach supporting evidence and send the application on to the Montgomery County. The county tax credits are for exterior replacement or maintenance. Chair Wenger provided an example from the City of Rockville - an application for an in kind roof was approved but the trim was deducted, as it was vinyl. The HDC would need to establish guidelines and members agreed that they thought they could do this as a consent document through email as long as a paper trail was kept. Member Ruspi stated that the HDC needs to send letters to Historic District residents to let them know that the tax credits are available. Chair Wenger stated that she would work on a letter.

Chair Wenger stated that the state tax credit process is more difficult. The Town must be listed on the registry and also listed as a certified local government. Chair Wenger will contact Corey Kegerise to find out the process to become a certified local government.

Boy Scout Colin Headrick is out of town until August 23rd but is to send estimates for work on the water tank to Charlene Dillingham. Charlene will keep the HDC informed.

Adjournment:

There being no further business, Member Howes made the motion to adjourn the meeting which was seconded by Member Ruspi. Motion carried unanimously. The meeting adjourned at 8:29 p.m.

Respectfully submitted by,

Charlene Dillingham

Clerk, Town of Laytonsville

