

Historic District Commission Workshop Minutes
Thursday August 9, 2018

The meeting was called to order at 5:00pm in the Meeting Room of the Edgar M. Bosley, Jr. Municipal Building (Town Office), 300 Mill Street. Members Walda DuPriest, Pete Leshner, Jim Fulton were in attendance along with Planning and Zoning Sarah Abel. Glenn Fong and Marie Martin were not in attendance.

Members reviewed and discussed revisions based on a draft prepared by Staff and Vice Chairman Fulton. Members discussed the Table of Contents, overall formatting of the draft documents, including but not limited to guidelines for contributing versus noncontributing structures in the district. The Members decided the Secretary of Interior Standards formatting was the best to proceed with the Guidelines in the St. Michaels Local Historic District.

Member Glenn Fong joined the meeting via conference call at 5:23pm.

Members present also discussed the following items:

1. Incorporating the current Rules and Procedures into the Guidelines. All members present agreed.
2. References to Chapter 98 and Article VI of Chapter 340 should be avoided or hyperlinked to the Code instead of written into the Guidelines. All members present agreed.
3. Members present agreed that may, must and shall modals should be used consistently in the Guidelines so applicants and the Commission have a clear understanding of what is permitted and what is optional.
4. Members briefly discussed in-kind replacement, staff level approval, and consent agenda items. Members decided to get through the guidelines and then list what is appropriate for in-kind, staff approval and consent agenda consideration.
5. Members discussed the following sections and chapters, with staff keeping edits for the next meeting:

a. Foundation	36	e. Materials
b. Masonry	37	f. Doors and windows
c. Chimneys	38	g. Porches and roofs
d. Facades		

Members reviewed their calendars and agreed to hold the next guideline workshop on Thursday, September 20th at 5:00 and staff would provide an updated Guideline draft on or before September 13.

ADJOURNMENT

The meeting adjourned at 6:05pm.

Minutes approved by 3 : 0 : 1 vote in favor on 6 of SEPT, 2018.


Pete Leshner, Chairman