

**MINUTES of the May 21, 2024 MEETING of the Commission
(via Zoom)**

Adopted June 18, 2024

Members Present: The meeting began at approximately 7:35 p.m. David Stopak, Bill Earl, Mimi Styles and Sam Suzich (alternate) were present. Bob Booher, Wendy Harris, and Rob Gilmore, TC liaison, did not attend. David Stopak chaired the meeting in Bob's absence Bob Booher (foreign travel).

Welcome to Samantha Suzich

Samantha was welcomed as HPC's alternate commissioner, recently appointed by Mayor Compton.

Approval of Agenda

Minor modifications to the proposed agenda were made and it was unanimously approved.

Adoption of Minutes

The minutes of the April meeting were unanimously approved. The minutes were reviewed and discussed, especially to provide some background information for our new member, Sam, and to bring David up to date, as he was absent from the last meeting.

Review Session

There were no projects presented for HPC's review.

HPC 2024 Goals and Coordination with PC Goals

Updating the Design Guidelines to reflect the Town's 2020 NR status could be valuable with our efforts to coordinate with the PC and support their 2024 goals. "Publicizing" the Town's design guidelines could also dispel the misconceptions of some residents about HPC's role and authority. There is general agreement that promoting earlier homeowner involvement with the HPC as plans are developed should be a priority. Bill Earl offered to prepare a draft for review at our next meeting.

ADU Zoning Text Amendment

The wording of the adopted ordinance was discussed and compared with the wording that had been jointly prepared by the PC and HPC. The PC's ability to set conditions for approval of ADU construction was also discussed.

Correction to Architectural Survey

David had no update, but he provided a review of the topic especially for the benefit of our new members.

Bulletin Material

For the June bulletin, Mimi has prepared an entry about the **House Histories** on the Town website, using the entry for 122 Grove Avenue as an example to pique interest and encourage readers to follow the link for the full document.

Planning Commission Meeting

Mimi attended the May PC meeting and reported that the ADU permit application submitted by Craig and Mary Lou English was approved. (The existing structure is non-compliant with enclosed space of 4,136 vs. 3,562 allowed – but is grandfathered.) It is recommended that applicants' drawings include the location of HVAC equipment when they submit building permit applications. When this information is missing, the county comes back to Town asking for sign-off.

Following 2024 changes to the Maryland Forest Conservation Act, once a model ordinance has been published and distributed, a PC member will need to be assigned to the issue.

Jonathan Dail is stepping down from the PC due to family obligations.

There are multiple design/build contractors interested in the Stormwater RFP.

Town Council Meeting Report

Rob Gilmore was not present to give an official report. It is David's understanding that a new liaison will be assigned to HPC following recent elections.

Adjournment

The meeting was adjourned at approximately 8:50 pm. The next meeting will be on Tuesday, June 18, at 7:30pm via Zoom.